

## CEU Calculation Methodology:

Continuing Education Units (CEUs) are a standardized measure of the time spent by individuals in professional development activities. The calculation of CEUs is grounded in the average time required for an individual to complete the specific components of the training course.

### Calculate Reading Time:

The reading speed of 130 words per minute has been calculated based on a comprehensive analysis of data collected from multiple sources. These sources include the results from the 2003 National Assessment of Adult Literacy (NAAL) Supplemental Studies, the manuscript titled "Relation and Interactions Among Reading Fluency and Competence for Adult Education Learners," as well as research conducted by the Rice University Center for Teaching Excellence. By synthesizing information from these various studies and sources, the reading speed of 130 words per minute has been determined as a representative measure for evaluating adult literacy and reading competence.

The average word count for the course manuals is 525 words per page, translating to an average reading time of 4 minutes per page. The course is designed for students to spend the same amount of time reading the tables, graphs, and illustrations as they spend reading the equivalent amount of related chapter text.

### Calculate Other Time Assignment Elements:

As a part of our continuous efforts to improve the quality and effectiveness of our educational programs, we implement a beta testing process involving our staff members and other students. This method enables us to collect invaluable feedback and insights, particularly concerning the time required for the average individual to respond to various question types. Based on our assessments, we have determined the average time allocations for the following learning activities:

- Math Example Problems: 3 minutes per problem
- Section Questions: 2 minutes per question
- Chapter Review Questions: 2 minutes per question
- Objective Test Questions: 2 minutes per question
- Web Screens (Online Courses): 1 minute per screen
- Interactive Exercises (Online/eLearning Companion Courses): 2 minutes per exercise
- Videos: 1 minute per minute of video
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### Time Assignment:

The total CEUs awarded result from the sum of hours required to complete all components of the training course, divided by 10. This ensures a comprehensive representation of the educational effort involved in professional development activities.