



### **Policies and Procedures for CEU Qualifications**

Full versions of all policies are available by request or can be accessed on our website  
[www.childandfamily-nj.org](http://www.childandfamily-nj.org)

Child & Family Resources staff is available to support all learners and answer any questions  
Monday – Friday between 9:00 am & 4:00 pm or during any learning event.

#### **What is a CEU:**

CFR uses Continuing Education Units (CEU) to record training hours. CEU is a nationally recognized standard which measures the value of content. Ten hours of training is equal to 1 CEU.

#### **Requirements to receive CEUs:**

*We no longer offer "Training hours". All records of trainings are now issued as CEUs*  
To receive full credit students of CFR trainings must successfully complete all activities. The trainer will explain how to reach success for this workshop before the training session begins. Partial CEUs will not be given for partial completion of trainings.

#### **Security and Privacy:**

A record of CEUs will be kept in CFR's training department for a period of 7 years. CFR will only send you a copy of this record with written permission.

#### **To Request a Transcript:**

Please send permission in writing to the following address: Child & Family Resources  
111 Howard Blvd. Suite# 104 Mt Arlington, NJ 07856 \*A small fee will be charged.

#### **Conflict of Interest Policy:**

CFR trainer's main goal is to teach students for CFR. CFR staff is paid solely by CFR for their services. The trainer's do not have any interest in personal, financial, political and/or professional gain. CFR training materials are owned by CFR.

#### **Proprietary Interest**

Neither Child & Family Resources nor any CFR instructor has proprietary interest in any product, instrument, device, service, or material discussed during the learning event. Individuals who participate in events or programs have the right to know of the proprietary interests an instructor may have in a product or service mentioned. Child & Family Resources is required to disclose each instructor's proprietary interest in any product, instrument, device, service, or material discussed in the event, or program, as well as the source of any compensation related to the presentation.

#### **Intellectual Property, Copyright, and Fair Use.**

CFR has guidelines in place to help insure that instructors, consultants and students have appropriate information and resources about the use of intellectual property and copyrighted materials.

Policies and procedures follow guidelines set by IACET