



**To:** All CAS Members

**From:** CAS Secretariat

**Subject:** *Guidance on Earning Continuing Education Units (CEUs)*

**Date:** February 4, 2026

### 1. Purpose of This Memo

This memo provides official CAS guidance on how members may earn, document, and claim **Continuing Education Units (CEUs)** as part of their continuous professional development within the global conformity assessment community.

### 2. Definition of CEU and Conversion

A **Continuing Education Unit (CEU)** is a standardized international measure that quantifies structured learning undertaken to maintain and enhance professional competence. Structured learning must be planned, goal-oriented, and directly relevant to conformity assessment (testing, inspection, certification, accreditation, standards, and related disciplines).

### 3. Eligible Learning Activities

CAS recognizes a broad range of CEU-earning activities. These opportunities reward active engagement in the Society's mission and knowledge ecosystem. Approved categories include:

- **Active CAS Membership** – 1.5 CEUs per year
- **Participation in CAS Working Groups or Technical Committees** – 2 CEUs per year
- **Authoring an article approved for publication in CADigest** – 2 CEUs
- **Submitting an article or technical note published on the CAS Website** – 1 CEU
- **CAS Internship Program** – 0.5 CEU per month  
(Recognizing structured exposure to CAS activities)

- **CAS Volunteer Activities** – 0.5 CEU per 10 hours  
(Includes outreach projects, event support, student mentoring, and chapter support)

Other CAS **educational activities** that earn CEUs include:

- CAS webinars and online seminars
- CAS certificate courses
- CAS workshops, masterclasses, and conferences
- CAS Chapter training sessions and joint programs

All those educational activities provide **1 CEU = 10 hours of structured, verifiable learning**

#### 4. Documentation Requirements

Members must maintain evidence supporting CEU claims, including:

- Title and description of activity
- Date(s)
- Total structured hours
- Proof of completion, participation, or publication (certificate, attendance sheet, WG confirmation, internship letter, volunteer log, CAS publication approval, etc.)

CAS reserves the right to audit any CEU claims.

#### 5. Claiming CEUs

Members may submit CEU records through:

- Email to **CAS Secretariat**
- Submission via **local CAS Chapters**

Upon approval, CEUs will be added to the member's permanent CAS Professional Development Record, and a verification email will be issued by CAS Secretariat.

#### 6. Purpose and Use of CEUs

CEUs may be used to:

- Maintain CAS certifications or credentials (as applicable)
- Satisfy CPD requirements of other bodies (CBs, professional societies etc)
- Strengthen professional CVs and related profiles
- Demonstrate ongoing competence during audits or annual reviews

#### 7. Contact

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For questions or CEU verification, please contact:

**CAS Secretariat**

[secretary@ca-society.com](mailto:secretary@ca-society.com)