# **Continuing Education Unit Application Form**

**For Office Use Only**

File #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approval Granted for: \_\_\_\_\_\_\_\_ CEUs \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_

CEU Coordinator Date

**Program Title:**

**Program Date(s) & Time(s):**

**Program Location:**

**Sponsoring Organization(s):**

**Program Coordinator/Contact Person:**

**Program Description:**

**Registration Fee:**

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| **Total Enrollment Expected:**  **CEU Applicants Expected:**  **(CEU applicants pay $25.00 fee)**  **Total No. of Contact Hours:**  **Total No. CEU's Requested:**  **(Note: One CEU is equal to ten instructional contact hours)** | **Format:**  Conference  Seminar  Workshop  Training Program  Other |
| **NOTE:** Continuing and Professional Education CEU archivist requires an alphabetized list of all attendees. | |

**Pre-Program Information:** Regarding CEUs, what information will your audience receive prior to attending the program? Please indicate the statement that will appear in the brochure or registration letter. For example, “CEUs are available for attendees for $25.” Or “Verbal explanation is provided to clarify that the CEUs are not academic credits.”

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| **Needs Identification:** What educational needs are being addressed by your program? |
| **Audience:** Who is your target audience? |
| **Learning Outcomes:** What are participants expected to learn from this program? |
| **Instruction:** What are the names of the instructors for the program? Please enclose a résumé/vitae for each instructor. |
| **Content and Methodology:** What specific teaching strategies will be employed in the program? Please enclose a program outline. |
| **Assessment:** How will you assess whether the intended learning outcomes were met? |
| **Evaluation:** What criteria will be used to determine satisfactory completion of the program for Continuing Education Units? |