Continuing Education Unit

**Request Form**

Sponsoring Unit \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Request \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Program Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Beginning and ending dates of program \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Program qualifications – indicate how each criterion is met.

1. The program is consistent with the institution’s mission. Describe here.
2. The program meets the educational needs of a specific target population. Describe here.
3. The program has a clear, written statement of appropriate learning outcomes (knowledge, skills or attitudes). Attach list or state here.
4. Qualified personnel plan and conduct the program. Justify here and attach résumés of instructors.
5. The content and instructional methodologies are consistent with the target population and learning outcomes. Describe here and attach schedule or syllabus.
6. Participants are required to demonstrate achievement of the learning outcomes. Describe and attach evaluation instruments.
7. The program is evaluated for quality and effectiveness. Attach evaluation instrument.

Number of CEUs requested \_\_\_\_\_\_\_\_

Describe calculation for CEU recommendation.

*Approved by Provost*  *Date*

Submit this request a minimum of two weeks before the program’s start date. DO NOT ADVERTISE CEUS PRIOR TO APPROVAL. CEUs will not be granted for courses already completed.

Cost for CEUs is $10 per CEU. The minimum charge for any program is $10 as well.

The sponsoring unit must send the Continuing Education Unit Participant Form to the Provost’s Office along with certificate fees. CEU certificates will be returned to the contact person for delivery to participants.