



**ECU**

**RESEARCH, ECONOMIC  
DEVELOPMENT & ENGAGEMENT**

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***CEU PROGRAM APPROVAL FORM***

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

Location \_\_\_\_\_ Tentative Date(s) \_\_\_\_\_

Purposes and Objectives:

Format and Brief Description:

(Please attach Program Brochure)

Target Audience \_\_\_\_\_ Estimated Attendance \_\_\_\_\_

Contact Hours of Instruction \_\_\_\_\_ Number of CEU's Recommended \_\_\_\_\_

ECU Academic/Administrative Department Sponsoring Program

\_\_\_\_\_

Co-Sponsor(s) \_\_\_\_\_

Source of Revenue \_\_\_\_\_ Payment Type \_\_\_\_\_

Instructor(s) & Affiliation \_\_\_\_\_

Program Director \_\_\_\_\_ Phone No. \_\_\_\_\_

Evaluation Procedure \_\_\_\_\_

Dean/Director's Signature from Sponsoring Agency \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone No. \_\_\_\_\_

Contact Email \_\_\_\_\_

Contact Address \_\_\_\_\_

Street

City

State

Zip

Approved for \_\_\_\_\_ CEU(s) per participant satisfactorily completing program.

Date \_\_\_\_\_

\_\_\_\_\_  
Director, Continuing and Professional Education



# ECU<sup>®</sup>

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***NOTE: BASIC CRITERIA FOR AWARDING OF CEU'S ON PAGE 2***

## **Summary of Required Documents and Payment for Awarding CEUs**

**Before the program:** At least two weeks before the program begins, these documents should be submitted to the Office of Continuing Professional Education (CPE) in the Division of Research, Economic Development and Engagement:

- Completed program approval form (blank form available at the CPE website)
- Program outline or agenda, with schedule
- A copy of program brochure or flyer
- Instructor's vita or description
- Sample evaluation form to be used in the program

**During the program,** these items need to be completed:

- Participant sign-in (sign-in sheet format available on CPE website)
- Evaluation of the course (evaluation form developed by the entity offering the program)
- CEU Registration Form (available at CPE)
- CEU payments, to be made by the program or participants requesting CEUs

**After the program** (no later than 10 business days of the program's conclusion), the following should be submitted to CPE:

- Alphabetical list of participants receiving CEUs. The program title, location, date of activity, name of program director, and number of CEUs awarded should be on the heading of the sheet. This list must be signed by the qualified person certifying that attendees met the minimum requirements for satisfactorily completing the program.
- Program evaluations
- Completed CEU Registration Forms
- CEU payments, if not paid during the program