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

__________________________

Associate Director of Continuing Studies
**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 Studies (OCS):
- Completed program approval form (blank form available at the OCS 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 at OCS)
- Evaluation of the course (evaluation form developed by the entity offering the program)
- CEU Registration Form (available at OCS)
- 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 OCS:
- 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