



CONTINUING EDUCATION UNIT APPLICATION INSTRUCTIONS

- *Please read instructions prior to completing the application.*
- *Please type all information onto form, rather than write or print on form.*

1. **Organization:** Name of company/organization to offer the program.
2. **Contact Person:** Name of person to serve as contact to Central Michigan University.
3. **Phone Number:** Phone number for contact person.
4. **Program Title:** List complete title of program.
5. **Person to Monitor Participants:** Name of person to serve as on-site monitor of the CEU process. Person who will register and collect fees, oversee sign-in and sign-out system, submit attendance roster to Central Michigan University, verify attendance of CEU registrants, etc.
6. **Name of Company:** Name of company on-site monitor represents.
7. **Number of the CEU:** Determined by dividing the number of contact hours (training hours) by 10 and indicating it to the tenth decimal place (i.e., 1.0, .5, 2.4). Do not round decimals; thus, 18 hours of training equals 1.8 CEU. Applications must have a minimum of three training hours (after breaks, meals, welcome, etc.). You may want to build in flexibility in your agenda to allow for any unexpected circumstances, i.e., snow day, power outage, family emergency, etc. For example, if you have 12 contact hours and are applying for 1.2 CEU, you may wish to apply for 1.0 CEU. By doing this, participants are still able to earn the CEU instead of forfeiting the entire CEU award if they miss any part of the program.
8. **Date:** Date application is submitted to Central Michigan University.
9. **Target Audience:** Check all that apply.
10. **Needs Assessment:** May be an informal or formal assessment. Planning meetings involving representation from target populations will satisfy this part of the application.
11. **Assessment Date:** Indicate the month and date the assessment occurred.
12. **Presenter(s):** List number of presenters. Please submit the following background information: name(s), highest degree earned, business address, telephone number, employer, and presenter's area of expertise.

13. **Instructional Format:** Indicate if the program is a traditional workshop, in-service or training session, or if the program is structured like an annual conference with break-out sessions at different hours.
14. **Training Dates:** On line 1, type first day of training under “beginning date” and the last day of training under “ending date.” If training is only one day, the beginning and ending dates will be the same. If training spans more than one day, list the range (e.g. 12/7/02 to 5/15/03). This range is considered one offering. If the same training will be repeated in total, then list each repetition on a different line. Four repetitions, for example, would be listed on lines 1, 2, 3 and 4. List geographic location.
15. **College Credit:** Indicate if college credit will be offered and what college will grant the credit. It will be important for the participants to know that they can only apply for the CEU or college credit, not both.
16. **Program Offerings:** Enter “1” if entire program will be offered once. If the same training will be offered more often, then list the number of times. Every repetition of the training is considered another offering. Finally, all offerings must provide the same content, number of contact hours, and number of the CEU.
17. **Contact Hours:** The actual time used for instruction. One contact hour equals 60 minutes. Do not count welcomes, breaks, lunch or dinner speeches, homework, preparation time, registration, organizational functions, or similar non-instructional activities. ***Use whole numbers and round down, not up.***
18. **Hours of Participation:** Number of hours of participation CEU registrants are required to attend.
19. **Participants:** Number of participants expected to attend the program.
20. **CEU Registrants:** Number of people expected to register for the CEU.
21. **Dates/Location:** Complete one section for each time a program is offered. List facility name and address and the month, day, year, and time of each offering.
22. **Program Goals, Content, etc.** Provide information as requested.



Send completed application to: CEU APPLICATION, Educational & Professional Development, Central Michigan University, Off-Campus Programs, 802 Industrial Drive, Mount Pleasant, MI 48858. Phone (800) 950-1144, ext. 7129 or (989) 774-7129. Fax (989) 774-1188.

CMU, an AA/EQ institution, strongly and actively strives to increase diversity within its community (see www.cmich.edu/aaeo).