Event Registration Services
CEU Approval—How To Guide

Title of Learning Activity: Enter the title of the Learning Activity (i.e. RN Recertification).

Type of Learning Activity: Click on the appropriate box that best describes the Learning Activity. Choose only one.

- Course: A unit of teaching, led by one or more instructors, with a fixed roster.
- Workshop: A group of people that get together to discuss the exchange of ideas and the demonstration and application of techniques and skills.
- Conference: An event composed of short presentations, keynote speakers, and panel. Academic papers abstracts can be submitted as well.
- Seminar: A small group of individuals engaged in advanced study and research who meet regularly to exchange information and discussions.
- Lecture: Typically an oral presentation intended to teach information to a group of people about a specific topic.

Beginning Date: Enter the beginning date of the Learning Activity (month/day/year).

Ending Date: Enter the ending date of the Learning Activity (month/day/year).

Total Hours of Instruction: How many hours of instruction will be spent for the Learning Activity? Please attach a schedule.

Sponsoring Organization: Enter the organization that is sponsoring the Learning Activity.

Co-Sponsor(s): Enter any individual or organizational co-sponsor(s) for the Learning Activity.

Target Audience or Client Group: Enter a target audience or client group (i.e. Wind Energy).

Anticipated Number of Attendees: Enter the approximate amount of attendees for the Learning Activity.

Description of Learning Outcomes/Objectives: Enter any pertinent information that describes the outcomes or objectives of the Learning Activity. Add additional sheets if necessary.

Outline of Learning Activity Content: Enter the outline/lesson plan/syllabus of the learning activity. Attach programs, brochures, or flyers if applicable.

Presenter(s)/Instructors(s): Enter the names of any presenter(s) or instructor(s) for the Learning Activity.
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Qualifications of Presenter(s)/Instructor(s): Enter the qualifications for the presenter(s)/instructor(s).

Attach resumes and/or vitas.

Name of Individual making request for CEU Credit: Enter the first and last name of the individual or organization making the CEU request. Please date as well.

Address of Individual or Organization requesting CEU Credit: Enter the current address and telephone number of the individual/organization requesting CEU Credit. Please enter the physical address and a mail stop if applicable.