NOTE:

- **Activity Chairperson** - Please complete one copy of this form (Items 1-12), secure signatures requested under Item 13, and return to the activity coordinator, Continuing Education and Conferences.
- **All** approval signatures must be obtained prior to the first day of the lifelong learning activity in order for the program/participants to qualify for CEUs.
- Information regarding CEUs, *i.e.*, definition, objectives, program criteria, and activities which do not meet the criteria for awarding CEUs is on the reverse side.

1. Activity Title:

2. Principal Instructor:

3. Sponsoring Unit:

4. Format: Evening Class ___ Extension Class ___ Short Course ___ Workshop ___
   Seminar ___ Special Training Program ___ Other ___

5. Description:

6. Objectives:

7. Activity Level: [ ] Post Secondary [ ] Undergraduate [ ] Graduate

8. Dates: ___________________________ Daily Hours: ___________________________

9. Anticipated Number of Participants: _______; Minimum _______; Maximum _______

10. Total Activity Contact Hours: _________ Number of CEUs Recommended: _________

   **NOTE:** ONE CONTINUING EDUCATION UNIT (CEU) IS TEN CONTACT HOURS
   ROUND OFF TO THE NEAREST TENTH.

11. Criteria for Determining Satisfactory Completion in Awarding of CEUs:

(Over)
12. Name of Other Instructors, if any:

13. APPROVAL RECOMMENDED:

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<th>Activity Director or Instructor</th>
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<th>Activity Department Head</th>
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<th>Academic Dean</th>
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14. APPROVAL GRANTED FOR

______ CEUs

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<th>Dean, Continuing Education and Conferences</th>
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*CEUs INFORMATION

Definition:
- One Continuing Unit (CEU) is defined as:
  - Ten contact hours of participation,
  - In an organized lifelong learning experience,
  - Under responsible sponsorship,
  - Capable direction, and
  - Qualified instruction

Objectives:
- To establish permanent records for individual participants for accumulating, updating, and transferring information concerning their non-credit lifelong learning experience,
- To provide a uniform system for accumulating data at the institutional and organizational level to assist in program planning and development, in administration and fiscal management, and in reporting comparable data, and
- To establish a system of measurement to facilitate the collection of data on a national basis and provide valid statistical information necessary for public policy determination and legislative action relating to non-credit and adult and lifelong learning activities.

Program Criteria:
- Definition: Educational activity fulfills each of the elements in the CEU definition,
- Planning: Program or activity planned in response to the educational needs of a target population or clientele group,
- Objectives: Clear statement of rationale, purposes, and goals is prepared for each educational activity prior to initiation,
- Instruction: Qualified instructional personnel are directly involved,
- Registration: Sufficient detail to provide necessary information for a permanent record of individual participation,
- Records: System for verification of satisfactory completion and for providing an approved list of those awarded CEUs to the office responsible for maintenance of these records, and
- Program Evaluation: Pre-determined evaluation procedures are used to measure effectiveness of program design and operation.

Activities Which Do Not Meet the Criteria for Awarding CEUs: Credit Programs, High School Equivalency, Indoctrination Programs, Committee Meetings, Policy Assignments, Meetings and Conventions, Mass Media Programs, Entertainment and Recreation, Work Experience, Individual Scholarship, Self-Directed Studies, and Association Membership and Certification Programs.

*The Continuing Education Unit, Criteria, and Guidelines*, Council on the Continuing Education Unit, 1300 Old Columbia Pike, Silver Springs, Maryland 20904

CEC 200
March 2007