



## Request for Continuing Education Units (CEUs) (Please Type or Print)

*Must be submitted 20 days Prior to Program Date*

### PROGRAM OVERVIEW

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

School/College/Department Program Coordinator \_\_\_\_\_

Phone # \_\_\_\_\_ Email Address \_\_\_\_\_

School/College \_\_\_\_\_ Dept. \_\_\_\_\_

Starting Date \_\_\_\_\_ Ending Date \_\_\_\_\_ Location \_\_\_\_\_

### REPETITIONS:

Starting Date \_\_\_\_\_ Ending Date \_\_\_\_\_ Location \_\_\_\_\_

Starting Date \_\_\_\_\_ Ending Date \_\_\_\_\_ Location \_\_\_\_\_

Starting Date \_\_\_\_\_ Ending Date \_\_\_\_\_ Location \_\_\_\_\_

Number of Calendar Days \_\_\_\_\_ Number of Instructional Hours \_\_\_\_\_

Required Hours of Participation \_\_\_\_\_ Number of CEUs Requested \_\_\_\_\_

Estimated Attendance \_\_\_\_\_ Person Certifying Attendance \_\_\_\_\_

### PROGRAM PLANNING REPRESENTATION

WSU Representative \_\_\_\_\_

Title and Affiliation \_\_\_\_\_

Content/Instructional Representative \_\_\_\_\_

Title and Affiliation \_\_\_\_\_



PROGRAM CONTENT DESCRIPTION (up to 50 words)

PROGRAM OBJECTIVES AND RATIONALE

BRIEF DESCRIPTION OF INSTRUCTIONAL FORMAT

EVALUATION MECHANISM TO BE USED (please attach)

VITA(AE) OF INSTRUCTOR(S) (please attach)

AGENDA (please attach)

PROGRAM BROCHURE (If applicable, please attach)

OTHER RELEVANT INFORMATION

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### Review Committee Recommendation

Approved for \_\_\_\_\_ CEUs

CEU Course # \_\_\_\_\_

Disapproved because:

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director, Executive & Professional Development



## **REVIEW PROCEDURES FOR THE APPROVAL OF THE CONTINUING EDUCATION UNIT**

Approval to award CEUs for a non-credit educational activity is given by Executive & Professional Development.

*Requests must be submitted at least 20 days before the program date.*

Executive & Professional Development will review completed Request for Continuing Education Unit forms. Before submitting a Request Form, please make sure that it is complete, and that all documentation has been attached. Incomplete forms will be returned with an explanation.

Once Executive & Professional Development has approved the request, the CEU Coordinator shall notify requesters of the final decision.

## **DENIAL OF REQUEST FOR THE CONTINUING EDUCATION UNIT**

If a request for Continuing Education Units does not receive approval from Executive & Professional Development, the program will not be authorized to award CEUs to program participants. A written notice of denial will be sent to the requester, indicating the reasons for denying the CEU request.

A program that has not been authorized to award CEUs may be revised to address these concerns and resubmitted for approval.

## **ADVERTISING AND VERIFICATION PROCEDURES FOR THE CONTINUING EDUCATION UNIT**

Once a program has been approved for Continuing Education Units, the School/College/Department Program Coordinator is responsible for advertising to program participants. The statement used must include the number of CEUs to be awarded, the name of Wayne State University as the awarding institution, and the definition of a CEU.



## INSTRUCTIONS FOR COMPLETING A REQUEST FOR CONTINUING EDUCATION UNITS FORM

The following information is provided as a guideline for persons completing the Request for Continuing Education Units Form. Please note that a request form must be submitted at least twenty days prior to the program date.

**Program Title:** Indicate the exact title by which this program will be identified and promoted.

**School/College/Department Program Coordinator:** Indicate the exact title of the School/College/Department Program Coordinator by which this program will be identified and promoted.

**School, College/ Department:** Indicate the name of the WSU School/College/Department responsible for the activity.

**Starting Date:** Indicate the month, day, and year this program will begin.

**Ending Date:** Indicate the month, day, and year this program will end.

**Location:** Indicate the exact building and city where registration will be held. List instructional location also, if different.

**Repetitions:** If this activity will be repeated on another date or in another location during the twelve months immediately following the dates and location first listed, indicate additional dates and locations here; attach additional sheet if needed. It is not necessary to complete a separate form for exact repetitions of a program approved for CEUs unless repeated dates are not listed on the initial application.

**Number of Calendar Days:** Indicate the number of calendar days over which this program will occur.

**Number of Instructional Hours:** Indicate the total number of clock hours. *Do not include registration, breaks, free time, lunch, and similar activities.*

**Required Hours of Participation:** Indicate the minimum number of hours a single participant must attend to earn CEUs for the program. For example, a program with 23 instructional hours could be proposed for 2.0 CEUs and require 20 hours of participation, or it could be proposed for 2.3 CEUs and require 23 hours of participation. Please note that a program will be assigned a specific value and a participant must attend the number of hours specified on this portion of the request form to receive CEUs.



**Number of CEUs Requested:** Indicate the number of CEUs requested for this particular educational activity.

**Estimated Attendance:** Indicate the estimated attendance for the program.

**Program Planning Representation:** Program planning and development must include input from representatives of at least two groups: content/instructional experts and an academic or administrative unit at Wayne State University. If the content/instructional expert is from a WSU unit, list only one representative. Indicate the name, title, and affiliation of each person listed on the request form.

**Program Content Description:** Provide a brief (50 words or less) description of the activity.

**Program Objectives and Rationale:** Specify the learner objectives to be met. Additionally, the purpose and reasons for offering this program should be stated. This information should be as specific as possible. If more space is needed, please attach an additional sheet.

**Brief Description of Instructional Format:** Describe the primary instructional mode(s) that will be used in this program; for example, "large group lectures to be followed by small group discussions" or "hands-on-application of newly developed software in a microcomputer laboratory." Be as precise as possible.

**Evaluation:** Briefly describe the evaluation mechanism that will be used for the program. Provide a sample evaluation form.

**Vita of Instructor:** Attach a copy of a current vita for each assigned instructor.

**Other Relevant Information:** Indicate additional information about the program that may be important or useful to the CEU Review Committee in assessing the request.

**Program Agenda:** Attach a copy of the proposed program agenda including name(s) of faculty or other facilitators being utilized and precise schedule.

**Program Brochure:** Program brochure must show WSU affiliation.

The School/College/Department Program Coordinator shall also be responsible for verifying the participation of all individuals to receive the CEU for the program. Verification shall be received by means of:

1. A daily sign-in sheet, on which participants indicate their attendance at the program by signature;



2. A CEU attendance form, completed by participants and submitted to the School/College/Department Program Coordinator at the completion of each day noting name, address, date, and title of program; or
3. Any other mechanism developed by the School/College/Department Program Coordinator and submitted for approval with the Request for CEU Form.

## DEFINITION OF CEUs

The Continuing Education Unit is a nationally recognized uniform measurement of participation in selected non-credit continuing education experiences. Wayne State University, in compliance with the International Association for Continuing Education and Training (IACET) defines one CEU as *ten contact hours of participation* in an organized continuing education experience under responsible sponsorship, capable direction, and qualified instruction. The CEU can be awarded in whole units or fractions of a unit with one-tenth unit for each contact hour.

## PURPOSES OF THE CONTINUING EDUCATION UNIT

The Continuing Education Unit was designed to:

- Systematize recording and reporting of participation in non-credit continuing education;
- Provide a uniform system for accumulating quantitative data on participation in continuing education activities;
- Permit the accumulation, updating, and transfer of the continuing education record of an individual: and record the scope, range, and amount of noncredit courses, programs, and activities awarding CEUs that are offered by a particular educational institution.

In addition to serving these organizational and institutional purposes, the Continuing Education Unit is intended to:

- Encourage long-range educational goals and lifelong learning as processes of continuing education;
- Facilitate personal and professional development through the pursuit of knowledge; and
- Permit and encourage adult students to utilize a variety of continuing education resources to serve their individual needs.

## TYPICAL PROGRAMS THAT QUALIFY FOR THE CONTINUING EDUCATION UNIT

The following suggestions for possible application of CEUs for University-sponsored programs are offered as illustrations. This should not be considered an all-inclusive listing and should not be used to limit the use of the Unit.



- Non-credit intensive courses, seminars, or workshops in technical and professional areas
- In-service training programs and demonstrations of new techniques in technical areas
- Programs offered through the University in cooperation with technical or industrial associations and designed to upgrade members in occupational or technical areas
- Liberal Education courses or workshops for the general public
- Paraprofessional or sub-professional training programs
- Vocational training programs
- Staff development programs

## **LIMITATIONS ON AWARDING OF THE CONTINUING EDUCATION UNIT**

Listed below are examples of activities for which CEUs are not awarded to individual participants:

- Orientation programs
- Programs leading to high school equivalency certificates or diplomas
- Committee meetings
- Individual self-directed studies or other forms of independent learning experiences which are not subject to later verification by testing
- Conferences or assemblies for policy-making purposes
- Work experience and apprentice programs
- General reading or attendance at cultural performances, which are not supplemented by an organized instructional program
- Association business meetings
- An individual may not receive both academic credit and CEUs for the same program, even if the program carries both options



## SAMPLE AGENDA

*Times MUST be put into the agenda!*

**An agenda must be sent to us with your request.**

8:30-9:00 a.m.	Welcome and Introductions
9:30-10:30 a.m.	Assessment Issues
10:30-10:45 a.m.	BREAK
10:45-12:00 p.m.	More Issues
12:00-1:00 p.m.	LUNCH
1:00-3:30 p.m.	Further Issues
3:30-3:45 p.m.	BREAK
3:45-5:00 p.m.	Final Issues
5:00-5:30 p.m.	Evaluations, Q&A

Total contact hours would be: 9 hours minus 1 hour for lunch minus 1/2 hour (2 breaks) = 7 1/2 contact hours

**CEUs Awarded = .7**





**Please Print Clearly**

**Section I – To be completed by the Student** Today's Date: \_\_\_\_\_

Name \_\_\_\_\_  
Last First Middle Initial

Address \_\_\_\_\_  
Number/Street City State Zip

Telephone Number: \_\_\_\_\_ E-mail address \_\_\_\_\_

Have you ever registered for previous CEU's offered through Wayne State? Yes \_\_\_\_\_ No \_\_\_\_\_

Have you ever taken any courses for credit at Wayne State? Yes \_\_\_\_\_ (When) \_\_\_\_\_ No \_\_\_\_\_

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**Section II – To be completed by Sponsoring Unit**

CEU Course Number \_\_\_\_\_

CEU Course \_\_\_\_\_

#CEUs to be Awarded \_\_\_\_\_

City where course is offered \_\_\_\_\_

Proficiency Examinations (X) No ( ) Yes \_\_\_\_\_ Passed  
(Proficiency Examination is to be marked only if an examination was offered and passed in conjunction with the specific CEU program)

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**Instructions for Use of Form**

1. Instructors for each CEU program should distribute a copy of the form to each student at the end of the session.
2. Instructors should collect all reporting forms and return them promptly to their School/College/Department Program Coordinator.
3. **School/College/Department Program coordinators:** Send only those forms of the participants who successfully met the requirements for CEU's being awarded. Upon receipt by the CEU office a Certificate of Completion letter will be sent to those participants.
4. All checks should be made payable to: **Wayne State University.**
5. The original form should be sent to: 5057 Woodward Avenue, Suite 3101, Attention: Executive & Professional Development, Detroit, MI 48202. **Note:** School/College/Department Program Coordinators should keep a copy for their records.
6. All forms **MUST** be turned in within 60 days from program date. No CEUs will be granted after that date.