

CEU Program Application Form

The Continuing Education Unit (CEU) is a nationally recognized measure of professional development, which may be used by government agencies and private businesses for personnel records, re-licensing, advancement and salary increment. Please verify that your agency is accepting CEUs before you complete this form.

Complete and return form to: Jill Hella, Boise State University, Center for Professional Development, 220 E. Parkcenter Blvd., Boise, ID 83706-3940, or Fax to (208) 426-5621, or email to jillhella@boisestate.edu.

Program Information

Program Title: _____

Program Dates/Times: _____

Location of Program: _____

Sponsoring Organization: _____

Program Content (in addition to this summary, you may attach the schedule of events, brochure, syllabus, etc.) (100 words or less):

Program Learning Objectives:

Intended Audience: _____

Number of Contact Hours (excluding meals and breaks): _____ Estimated Number of CEU Participants _____

Method of assessing student learning:

Instructor Information

Instructor: _____

Qualifications:

Program Coordinator (if different from Instructor): _____

Daytime Phone _____

Email: _____

Mailing Address _____

Fee Information

Application Processing Fee - Applications will not be processed without payment. The Application Processing Fee will be waived if five or more individuals want CEUs. Please indicate your status below.

- Boise State University Departments: No Charge
- State Agencies & Non Profit Organizations: \$25
- Profit Organizations: \$40

Participant Registration Fee - The CEU registration fee is \$ 15 per person, regardless of the number of CEUs awarded. Indicate the appropriate responsible party below.

- Individual students will pay fees
- Sponsoring agency will pay fees

Certificate and Transcript Fees - A certificate of completion, suitable for framing, is available and included in the Participant Registration Fee. A cumulative CEU transcript (courses taken through the Boise State Center for Professional Development – not a Boise State official transcript) is available upon request; the fee is an additional \$5. Indicate your requests below.

- Certificates are requested for each student
- Cumulative transcripts are requested for each student (Additional \$5.00 per student)

All payments should be made **payable to Boise State University**. Cash cannot be accepted. If you have questions regarding this proposed CEU program approval form, please contact Jill Hella at (208) 426-3713.

For Office Use Only

The above CEU Program is approved for recording with Boise State on an Extended Studies transcript.

CEU Program Registrar

Date

Number of CEUs approved

One CEU is awarded for every 10 contact hours of participation in an organized continuing education experience.