

The Ohio State University
Application to the
Office of Continuing Education
for CEU Approval
Appendix A

PART I. IDENTIFYING INFORMATION (Application must be filled out completely)

A. _____
Name of Applicant

B. _____ / _____ / _____ / _____
Mailing Address City State Zip

C. _____ / _____ / _____
Contact Position Telephone

D. _____
Provider Identification No. (To Be Assigned)

PART II. PROGRAM INFORMATION

A. _____
Program Title

B. _____ / _____ / _____
No. of Contact Hrs. No. of CEUs (To Be Assigned) Program Site

Date(s)

C. _____
Target Audience

D. List objectives & goals of the program

a. _____

b. _____

c. _____

over

PART III. PROMOTIONAL MATERIAL CONTENT CHECKLIST - To Be Provided To Participants

- Name and address of provider
- Statement: The Ohio State University Office of Continuing Education is a certified provider of CEUs
- Name and contact information of the program contact person
- Title of program
- Date(s) of program
- Number of CEUs earned by completing the program
- Requirement(s) for satisfactory completion of the program
- Program agenda with specific beginning and ending time frames for each program component
- Provide program evaluation form

PART IV. MATERIALS TO BE PROVIDED WITH APPLICATION TO THE OFFICE OF CONTINUING EDUCATION BY APPLICANT

- Application to the Office of Continuing Education for CEU Approval* Appendix A
- Content of program
- Objectives & goals of the program (must be stated in measurable statements)
- Target Audience
- Program agenda with specific beginning & ending time frames for each program component
- Number of contact hours for each session
- Breakfasts, lunches, dinners, or breaks may NOT be included in contact hours unless there is a presenter with objectives & goals of the session
- Name(s) of presenter(s)
- Qualification(s) of presenter(s) for approval
- Instrument that will be used to monitor session attendance
- Program and presenter evaluation form for approval
- Letter of support from a faculty member affiliated with The Ohio State University

* with \$100 application fee

PART V. MATERIALS TO BE PROVIDED TO THE OFFICE OF CONTINUING EDUCATION AFTER THE CONFERENCE/PROGRAM BY THE APPLICANT

- Provide summary of program evaluations
- Session attendance documents

PART VI. SERVICES PROVIDED BY CONTINUING EDUCATION

- Review and certify the qualifications of instructors
- Evaluate materials for CEUs
- Evaluate program from attendees' point of view
- Review program evaluation summary
- Store all materials for 5 years (i.e. verification of attendance forms)
- Purchase and prepare certificates

APPLICATION FEE

One contact hour equals .1 Ohio State CEU.

A non-refundable \$100.00 fee is assessed for each application. After the conference/program, this will be applied to the \$300.00 minimum fee for the first twenty or less applicants. For additional applicants, over 20, there is a fee of \$15.00 per applicant.

Applications not received by the Office of Continuing Education 30 days prior to the event date will be assessed a \$20.00 late fee.

Check(s), Money Order(s), Purchase Orders, 100W or org/fund/acct# (for OSU internal transfers) should be made payable to The Ohio State University and must be submitted with the application. This is a non-refundable application fee.

I have read and understand this Application Fee statement.

Applicant Signature and Date

Printed Name

OFFICE USE ONLY

Date received _____ Fee enclosed _____ Check/MO/PO# _____

Deficient _____ Denied _____ Approved for _____ hours

Comments: _____

Approved _____
Signature Date