



## The CEU Application Process

The CEU application should be completed by the sponsor or agency overseeing both the educational activity and instruction. The completed form should be returned to: Conferences and Institutes, Chadbourne Hall, Orono, Maine 04469-5713 along with a \$40.00 application fee. The form may also be faxed to: 207.581.4097. Applications not accompanied with the proper payment cannot be processed. Checks should be made payable to the University of Maine. The approval process generally takes a minimum of 10 business days. All CEU applications **must be pre-approved**. Approval of educational activities after-the-fact is generally not an option.

Upon completing the CEU application process, Conferences and Institutes will assign a CEU number to the application and return the form to the originator along with a CEU Participant Form. The CEU Participant Form may be copied and distributed to each participant. The participant should be responsible for sending back the completed CEU Participant Form. BOTH the participant's biographical information section and the CEU sponsor's or the sponsor's representative's signature verifying the attendance and participation of the participant must be filled out. A \$20.00 processing fee must also accompany the completed CEU Participant Form.

The CEU Participant Form has no expiration date and therefore is valid whenever the participant chooses to return it to Conferences and Institutes. The form must be completed in full with the signature of the original sponsor. Conferences and Institutes will then issue an official University of Maine transcript to the participant. All participants' CEU activities taken under the auspices of the University of Maine are comprehensively archived, i.e., each participant's CEU activity will be added to any previous CEU activities. **CEU credit is not transferable to academic credit.**

Further inquiries about the CEU application process should be directed to: Conferences and Institutes at 207.581.4095.

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### About the Continuing Education Unit (CEU)

The Continuing Education Unit (CEU) has been designed as a uniform unit of measurement to facilitate the accumulation and exchange of standardized information about individual participation in non-academic credit continuing education programs. The CEU permits the

individual to participate in many different kinds of programs while accumulating a uniform record available for future reference.

One Continuing Education Unit is defined as ten contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction, and qualified instruction.

Examples:

- 5 hour workshop would award 0.5 CEU
- 10 hour workshop would award 1.0 CEU
- 22 hour workshop would award 2.2 CEU
- 45 hour workshop would award 4.5 CEU

**Recertification:** Since Continuing Education Units are based on ten hours of participation for each unit and recertification credits are based on 15 hours of participation for each credit, recertification CEUs are awarded on a 2/3 ratio.

Examples:

- 1.5 CEU is equal to 1 recertification credit
- 3.0 CEU is equal to 2 recertification credit
- 4.5 CEU is equal to 3 recertification credit
- 9.0 CEU is equal to 6 recertification credit