

Program # _____
(For Staff Use Only)

SPONSORING DEPARTMENT / AGENCY

Name of Department / Agency _____

Contact Person _____ Phone Number _____

Address _____ City _____ State _____ Zip _____

Email Address _____

COURSE INFORMATION

Program Title _____

Program Instructor(s) _____

Date Program Begins _____ Date Program Ends _____ Time(s) _____

Program Location _____

Total Contact Hours _____ Number of CEUs requested (1 CEU = 10 contact hours) _____

Anticipated Number of Participants _____

ADDITIONAL INFORMATION

Has this course been previously approved by Conferences & Institutes?

YES

NO (If no, please provide the following on a separate sheet)

(Please provide a brief description of the course, which can include the reason and objectives)

- A. A written explanation of the following:
- a. Goals & Objectives
 - b. Assessment & Evaluation Methods
 - c. Instructor Qualifications

FOR OFFICE USE ONLY

Approval Granted for _____ Units Approved By _____

Please complete and return with the \$40.00 application fee. Payment must be submitted with application. UMaine departments may submit an IDO.

____ Check enclosed (please make checks payable to: The University of Maine) Check # _____

Credit Card Number _____ Expiration _____ CVV _____

Mail to: Conferences and Institutes, University of Maine, 5713 Chadbourne Hall, Orono, ME 04469-5713

Tel 207.581.4093 Fax: 207.581.4097 Website: www.umaine.edu/conference

Email: mary.heathcote@maine.edu

THE 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, payable by check or credit card. 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 approved PRIOR to the beginning of the program**. Approval of educational activities after-the-fact is 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.

Programs offered online must file a new CEU Application within twelve (12) months of the start date of the course to reapply for continued recognition.

Further inquiries about the CEU application process should be directed to Theresa McMannus, Assistant Director of Conferences and Institutes, at 207.581.4095.

THE CEU PARTICIPANT FORM

The participant should be responsible for sending back completed CEU Participant Forms. 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.**

Please allow for up to 10 business days for the Participant Form to be processed and a transcript to be mailed.

For questions about the participant form, please contact Mary Heathcote, Administrative Assistant for Conferences & Institutes at 207.581.4093.

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

*Thank you for your interest in pursuing Continuing Education Units
at the University of Maine!*



THE UNIVERSITY OF
MAINE

Conferences and Institutes

Hosting a program, event, or conference at UMaine is easier than ever!
For more information about how Conferences & Institutes can best serve you, please visit our website (www.umaine.edu/conferences) or give us a call at 207.581.4093.