

Note: The activity chair should complete one copy of this form, secure required signatures and return to the activity coordinator at Florida Tech. In order for participants to receive CEU credit for the activity, the form must have required signatures in place before the start of the activity.

DATE _____ PROJECT NO. _____ STATE CERTIFICATION NO. _____

ACTIVITY TITLE _____

PRINCIPAL INSTRUCTOR _____ SPONSORING UNIT _____

FORMAT Evening Class Extension Class Short Course Workshop Seminar Special Program Other

ACTIVITY DESCRIPTION

ACTIVITY OBJECTIVES

ACTIVITY LEVEL Postsecondary Undergraduate Graduate

ACTIVITY DATES _____ Daily Hours _____ Fee _____

ANTICIPATED ENROLLMENT _____ Minimum _____ Maximum _____

TOTAL ACTIVITY CONTACT HOURS _____ Total CEU* Recommendation _____

**One CEU applies for every 10 contact hours; round off CEU to the nearest whole number*

CRITERIA FOR SATISFACTORY COURSE COMPLETION

OTHER INSTRUCTIONS (If any)

APPROVAL RECOMMENDED _____ DATE _____

_____ DATE _____

APPROVAL GRANTED FOR _____ CEUs

_____ DATE _____

Provost, Chief Academic Officer

CONTINUING EDUCATION UNIT INFORMATION

One continuing education unit (CEU) is defined as ten contact hours of participation in an organized lifelong learning experience, under responsible sponsorship, capable direction and qualified instruction. The objectives for assigning CEUs to an activity are to:

- Establish permanent records of participants for accumulating, updating and transferring information concerning their non-credit lifelong learning experience;
- Provide a uniform system for accumulating data at the institutional and organizational levels to assist in program planning and development, in administration and fiscal management and in reporting comparable data; and
- Establish a system of measurement to facilitate the collection of data on a national basis and provide valid statistical information necessary for public policy determination and legislative action relating to non-credit, and adult and lifelong learning activities.

Program criteria for receiving CEUs for an activity are that the educational activity fulfills each of the elements in the CEU definition; the program or activity planned is in

response to the educational needs of a target population or clientele group; there is a clear statement of rationale, purposes and goals prepared for each educational activity prior to initiation; qualified instructional personnel are directly involved; there is sufficient detail to provide necessary information for a permanent record of individual participation; there is a system in place for verification of satisfactory completion and for providing an approved list of those awarded CEU credit to the office responsible for maintenance of these records and; there exists a predetermined evaluation procedure to measure the effectiveness of the program design and operation.

Activities that do not meet the criteria for awarding CEU credit include credit-bearing programs, high school equivalency, indoctrination programs, committee meetings, policy assignments, meetings and conventions, mass media programs, entertainment and recreation, work experience, individual scholarship, self-directed studies and association membership and certification programs.