



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: CEU Program Registrar, Boise State University, Center for Professional Development, 2950 E. Magic View Dr., Meridian, ID 83642, or fax (208) 887-8502, or email cpdinfo@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 be processed when payment is received.*

Please indicate your status below.

- Boise State University Departments: \$25
- State Agencies & Non Profit Organizations: \$50
- Profit Organizations: \$75

Participant Registration Fee - *The CEU registration fee is \$25 per person, regardless of the number of CEUs provided. A certificate of completion, suitable for framing, is included in registration fee.*

Indicate the appropriate responsible party below.

- Individual students will pay fees
- Sponsoring agency will pay fees. Contact the Program Registrar for group discounts for ____ more than 20 participants

Participant Registration - An online link for CEU registration will be provided to the sponsor for distribution to participants.

Cumulative CEU Transcript

Please advise students that a cumulative CEU transcript for all courses taken through the Boise State Center for Professional Development is available at an additional cost by contacting the CEU Program Registrar.

If you have questions regarding this proposed CEU program approval form, please contact the CEU Program Registrar at (208) 426-2166.

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