Bob Jones University

Professional Development Units Certificate/Transcript Request

Return Completed Form and Payment To:
Center for Distance Learning
Bob Jones University
Greenville, SC 29614
Fax: (864) 271.8187
Email: distance@bju.edu

Please allow one week for the processing of your request. Any requests for special handling will incur a $15 processing fee which must be paid in advance.

Complete all information.

Name _____
Last First MI

Home address _____

_____
City State ZIP

Day phone number (____)_____ Email address _____ SS# _____

Transcript/certificate to be used for: ☐ Employment ☐ Certification ☐ Personal ☐ Other(specify) _____

Name of CEU class/activity _____

If Conference, please state how many workshops you attended/viewed _____

Date class/activity completed _____

Type of Professional Development Unit requested (*see explanation below*):

☐ Standard CEU Transcript ☐ ACSI CEU Certificate ☐ CPE Certificate ☐ CE Transcript

Name and address of recipient of transcript (*if different from above*)

Name _____
Last First MI

Home address _____

_____
City State ZIP

Day phone number (___)_____

Fee: $10 per transcript/certificate requested **Overnight Shipping:** $15 (optional)

Amount enclosed: $ _____

Payment enclosed: ☐ Check/Money Order (Payable to BJU) ☐ Visa ☐ Mastercard ☐ Discover

Card number _____ Expiration date _____ Security code _____

Name as it appears on card _____ Cardholder signature _____

I certify that I am the above-named individual requesting my transcript and that the information given is complete and accurate.

Participant signature _____ Date _____

Professional Development Units offered:
The **Continuing Education Unit (CEU)** is a measurement that documents participation in non-academic credit continuing education programs. BJU offers two kinds of CEUs for these types of activities:

- **Standard CEU:** One standard CEU equals ten contact hours (50 to 60 minutes of instruction). When appropriate, a fractional part of a standard CEU may be awarded, but not less than 0.1 (1 hour equals .1 CEU). A transcript is available for standard CEUs. Most employers and licensing/accrediting bodies use the standard CEU definition. If you request a standard CEU transcript, a transcript of all of the BJU CEU activities in which you have participated will be sent.
- **ACSI CEU:** One Association of Christian Schools International (ACSI) CEU equals 6 to 11 contact hours. Only whole numbers may be awarded (e.g., 1, 2, 3, etc.). A certificate is available for ACSI certification. If you request an ACSI CEU, a certificate for only the course/activity that you indicate on the front of this form will be sent.

CPE: Continuing Professional Education (CPE) units are required for some types of licensing in the business professions, including Certified Public Accountants.
CE: Continuing Education (CE) units are required of those maintaining a license as a Certified Financial Planner.

DL 520 (11645) 11/11

FOR OFFICE USE ONLY DATE RCVD _____ ☐ DATABASE ☐ SENT DATE SENT _____