



Continuing Education Units (CEUs) are granted in accordance with guidelines established by the International Association of Continuing Education and Training (IACET), the American authorised provider of CEUs. The CEU is designed to provide a record of an individual’s continuing education and/or professional growth accomplishments.

NOTE:

- 1. Individuals cannot apply for CEUs after the learning activity has been delivered.
2. CEU courses DO NOT carry academic credit.
3. Ten (10) Contact Hours = One (1) CEU.
4. Cost: \$50 per CEU. This includes an official CEU Transcript.

SECTION 1: INSTRUCTIONS

- 1. Applicants must submit a completed Application for Continuing Education Units (CEUs) form to the Director, Professional Development, Continuing Education & Lifelong Learning (CeLEARN), along with the required supporting documentation at least two (2) weeks prior to the start of the learning event/activity.
2. Following submission and processing of the application, CeLEARN will contact applicants to advise them as to whether or not the application has been approved.
3. Family Island applicants should submit the completed form through their local CeLEARN Centre.

SECTION 2: PERSONAL DATA

Name of applicant: Last First Middle

Student number

Mailing address

Island City State

Daytime phone / Cell phone Email address

SECTION 3: PROGRAMME DATA

Name of learning activity for the assignment of CEUs

Dates of instruction: From: D M Y To: D M Y

Total hours of instruction (Do not include rest breaks, meal periods or other non-educational activities.)

Location of the learning activity

SECTION 4: FACILITATOR'S PROFILE

Qualifications of Facilitator 1	Institution/College/University	Date Earned: D/M/Y
1.		
2.		
3.		
Professional Experience of Facilitator 1	Company	Position Title
•		
•		
•		
Qualifications of Facilitator 2	Institution/College/University	Date Earned: D/M/Y
1.		
2.		
3.		
Professional Experience of Facilitator 2	Company	Position Title
•		
•		
•		

SECTION 5: SUPPORTING DOCUMENT CHECKLIST

- Learning Outcomes:* A clear statement of the course or programme objectives indicating new knowledge, skills, attitudes and performance objectives to be realized.
- Content and Methodology:* An overview of the instructional content and an indication of how it has been organised to meet the objectives, including the duration (time requirements).
- Instruction:* Copies of the curriculum vitae of each instructor along with supporting documentation which confirms that the instructor is competent to deliver the content.
- Requirements for Satisfactory Completion:* A clear indication of the provision for the registration of learners, procedures for awarding the CEUs and attendance and competency requirements for satisfactory completion.
- Assessment of Learning Outcomes:* The process for assessment, including copies of assessment tools used.
- Programme Evaluation:* Evaluation criteria for the measurement of all aspects of the course or programme, including the administration and operation of the activity as a whole.
- Facilities and Learning Support:* Details of the learning space, reference materials and equipment, if using a facility other than UB.

Signature of Applicant _____ D / M / Y

FOR CeLEARN USE ONLY

Total CEUs Awarded: _____
Figures Words

Request Processed By: _____ D / M / Y

Approved By: _____ D / M / Y

Not Approved - Reason: _____

