Continuing Education Units Checklist/Details

Event Name: _____

Event Date(s): _____

Documents Needed 6-8 Weeks Prior to Event Date:

☐ Online "CEU Event Approval" form

☐ Program Agenda

☐ Instructor's Resume'

☐ Description of Course

☐ Program Director's Electronic Signature. (Optional)
- This is to be included on the CEU Certificate

☐ Copy of program brochure or flyer (If available)

Document Needed No Later Than 7 Business Days After The Last Day of Approved Program:

☐ Continuing Education Unit Sign-In Sheet with Electronic Copy of Attendee List Attached

Marketing Suggestions

Include CEU Approval Blurb on the Following:

☐ Program Webpage

☐ Social Media

☐ Brochure/Agenda for the Day of Program