

## Application for Awarding Continuing Education Units (CEU's)

Internal Office Use Only

Program# \_\_\_\_\_

Section# \_\_\_\_\_

The awarding of the University of Florida CEU is assurance that the recipient has been in a program sponsored by the University and that the program has met the following criteria:

- The content of the program was developed and delivered either by a University of Florida faculty member or an industry expert which is then approved by the Dean of the respective college
- The program was developed in response to a documented need
- The purpose of the program was to attain clearly defined learning objectives
- The permanent record of the participant's enrollment in the program and the number of CEU's awarded is maintained within the Office of Professional and Workforce Development

### Fees:

- \$75 set-up for each department/program per year – *if a department has more than one program, the \$75 will cover the set-up costs for all of their programs*
- \$10 fee per student receiving CEUs

### Application Deadlines

- *Marketing CEUs: If you plan to market CEUs for your event, the application must be submitted and approved prior to developing marketing materials.*
- *Not Marketing CEUs: Application must be submitted for review 30 days prior to the start of the event.*

**Please attach a copy of the agenda and a brief description of the program, to include learning objectives, when submitting the CEU Approval Application. Please email the completed form to [Lauren Troffer](#).**

### Program Information:

Program Title: \_\_\_\_\_

Sponsoring College and Department: \_\_\_\_\_

Site: \_\_\_\_\_ Program Dates: \_\_\_\_\_

Faculty Member: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

Estimated Number of Participants: \_\_\_\_\_

Target Audience: \_\_\_\_\_

### Calculating Contact Hours and CEUs

When calculating the number of CEUs and contact hours for a program, the University of Florida's Office of Professional and Workforce Development uses the International Association for Continuing Education and Training's (IACET) calculation. The calculation states the number of contact minutes must be totaled and divided by 60 to arrive at the number of contact hours. Total contact hours must then be divided by 10 to obtain the

number of CEUs. CEUs must be expressed in tenths of a CEU; that is; 10 contact hours equate to 1.0 CEU; a three contact hour program equates to .3 CEUs.

Contact time (hours) =

$$\frac{(\text{total minutes for all activities}) - (\text{total minutes spent on non-allowable activities})}{60}$$

\*Number of CEUs =  $\frac{\text{Contact time (hours)}}{10}$

\*Rounded to nearest tenth

Requested Number of CEU's: \_\_\_\_\_ Number of Contact Hours: \_\_\_\_\_

**Program Contact Person:**

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Who will be paying for the CEUs? \_\_\_\_\_ Originating Organization \_\_\_\_\_ Student

Was a needs assessment conducted? \_\_\_\_\_ Yes \_\_\_\_\_ No

What was used to help identify the needs of the targeted audience?

- \_\_\_\_\_ Interviews of individual/group
- \_\_\_\_\_ Random written survey
- \_\_\_\_\_ Work site observation
- \_\_\_\_\_ Review of surveys from prior offerings

What general learning outcomes will the program achieve?

- \_\_\_\_\_ Changes in the participant's awareness of the topic
- \_\_\_\_\_ Changes in the participants' knowledge of the topic
- \_\_\_\_\_ Changes in the participant's specific skills related to the topic

**Approval Signatures**

Program Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_

UF Faculty Reviewer: \_\_\_\_\_ Date: \_\_\_\_\_

**Office of Professional and Workforce Development Approval**

Approved: \_\_\_\_\_ Date: \_\_\_\_\_