

RADFORD UNIVERSITY
Continuing Education Unit (CEU) Program Proposal Form

Program Title			
Program Begin Date (s)		End Date(s)	
Program Description			
Program Location			
Intended Audience			
Program Level: <i>(i.e., Introductory, Intermediate, Advanced)</i>			
Projected Number of Attendees	Total #		# of attendees requesting CEUs
Total Instructional Contact Hours			CEU equivalent (i.e., # hours/10)
University Sponsoring Dept/College(s)			
External Co-Sponsoring Agency(s)			
Radford University Contact Person			
Phone		E-Mail Address	

Please include the following information with your Proposal. All of this information should be compiled in one (1) document in the order specified below and submitted to the respective chair/director followed by the Continuing Education Administrator (CEA) for approval.

1. Overall program objectives
2. Description of each session and associated learning outcomes (e.g., behavioral and performance objectives)
3. Presentation format / methods of instructional delivery
4. Program fees to be charged
5. Program schedule / agenda (indicating program & session start times / end times / breaks, etc.)
6. Evaluation procedures
7. List of instructional staff (include names, area of expertise, credentials, degrees, and current vita or bio)

Once approved, the participating faculty will develop an instrument (e.g., Qualtrics survey) prior to the program or event to assess learning outcomes and evaluate the program. The participating faculty will be responsible for administering this survey and reporting the results to the CEA. Once this report is received with a roster of attendees to receive CEUs, the CEA will print the certificates and return them to the program sponsor for instructor's signature(s). The sponsor is responsible for delivering the certificates to the participants.

Approvals / Signatures

If form or approvals are submitted electronically, an e-mail explicitly stating approval will serve as signature(s).

Requestor		Date	
Chair / School Director		Date	
CEA		Date	

To be completed by the Office of Continuing Education			
Total CEUs to be awarded per participant			
CEU report roster received from		Date	

Please return the completed form and documentation to:
George Santopietro, Ph.D., Continuing Education Administrator
Radford University, PO Box 6891, Radford, VA 24142
Phone: 540-831-5460 E-mail gsantopi@radford.edu