



Continuing and Professional Education

3351 Fairfax Drive, MS 2G2, Ste 448, Arlington; Virginia 22201
Phone: (703) 993-2109; Fax: (703) 993-2121
cpe.gmu.edu

Program Application Form for Awarding Continuing Education Units

*Application must be submitted at least **two weeks** prior to scheduled event*

Title of Program or Course _____

- Institute Workshop Seminar Special Training Course
- Short Course Distance Learning Other

Program Dates _____

Sponsoring Organization _____

Contact Person _____

Address _____

City / State / Zip _____

Telephone _____ Fax _____

Email Address _____

DIRECTIONS:

Please complete this form and return it with the following documentation; programs must be approved prior to start to be CEU eligible; incomplete packages will be returned:

1. Program goals and objectives
2. Program agenda, including session titles, instructors, and times
3. Biographical data on program instructors and presenters
4. Copy of promotional brochure or flyer
5. Description/copy of program evaluation plan and form
6. Anticipated number of attendees

Include \$100 Review Fee per program/seminar/course with this completed form and the required packet of materials to:

George Mason University
Continuing and Professional Education
Attn: CEU Administrator

Email: *sbailey1@gmu.edu*

or

Fax: (703) 993-2121

or

Mail: 3351 Fairfax Drive, MS 2G2, Ste 448
Arlington, VA 22201

Phone: (703) 993-2109

<input type="checkbox"/> Check [Payable to: George Mason University]	<input type="checkbox"/> Visa/Mastercard
Name on Card _____	
Card Number _____	Exp Date _____
Cardholder Signature <i>*required for processing</i> _____	
Cardholder Billing Address (Required) _____	

**** Please omit credit card number when emailing form and call to provide over the phone once sent. The fee for each participant certificate is \$50.00**

**CEU eligibility is based on the Southern Association of College and Schools (SACS) standards

Date Approved _____ Number of CEUs Awarded _____