



**Continuing and Professional Education**

3351 Fairfax Drive, MS 2G2; Arlington, VA 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 \_\_\_\_\_

- |                                       |  |                                  |  |
|---------------------------------------|--|----------------------------------|--|
| <input type="checkbox"/> Institute    | <input type="checkbox"/> Workshop          | <input type="checkbox"/> Seminar | <input type="checkbox"/> Special Training Course |
| <input type="checkbox"/> Short Course | <input type="checkbox"/> Distance Learning | <input type="checkbox"/> 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 (No later than two weeks before the scheduled event); incomplete packages will be returned; programs must be approved prior to start to be CEU eligible:**

1. Program goals, objectives, and program fee, if applicable
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

***Please send the completed Program Application 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

***If there is a registration fee for the program, there is a fee for each participant certificate:***

***GMU designed, sponsored and delivered:      \$20.00***

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

Date Approved \_\_\_\_\_ Number of CEUs Awarded \_\_\_\_\_