



Continuing and Professional Education

4400 University Drive, MS 2G2, Ste 3100, Fairfax; VA 22030
Phone: (703) 993-2109; Web: 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 (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 program has registration there is a \$20 fee for each participant CEU certificate:

****Beginning July 1, 2021 Mason sponsored programs for non-Mason participants will have a \$20 CEU recording fee per participant. Fee may be paid by either the participant or the department.**

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

Date Approved _____

Number of CEUs Awarded _____