



## 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; 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

☐ Check [Payable to: George  
Mason University]      ☐ Visa/Mastercard

Name on Card \_\_\_\_\_

Card Number \_\_\_\_\_

Exp Date \_\_\_\_\_

Cardholder Signature *\*required for processing* \_\_\_\_\_

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 \_\_\_\_\_