

Continuing Education Program Proposal Form

Texas Woman's University | Office of Conference Services
Phone 940-898-3466 | continuinged@twu.edu

CEU Program Proposal forms must be submitted a minimum of 90 days prior to the program date. More time may be required if there is an application/approval process for TWU to gain the rights to offer a particular type of CEU.

EVENT TITLE: _____

REQUESTED DATE: _____ LOCATION: _____

Program Coordinator Contact Information

Name: _____ Email: _____

Department or Organization: _____ Phone: _____

Alternate Contact: _____ Phone: _____ Email: _____

Program Information

Are CEUs being offered? Yes No If yes, provide agency contact info: _____

Indicate criteria for awarding CEUs to individual participants: _____

Is there a cost for participants to attend?* Yes No If no, how is the program being funded? _____

Course Information (use additional sheets if needed)

Instructor Name: _____ Phone: _____

Email: _____ Occupation: _____

Instructor Qualifications (may submit resume or CV): _____

Course Description: _____

Statement of Objectives & Rationale: _____

Any additional requests or notes: _____

Conference Services Event Support Options:

- Online registration of attendees & collection of registration fees - \$20/participant (minimum of 50 participants)
- Issuing CEU Certificates & maintaining records for up to 7 years - \$5/participant (minimum of 25 participants)

**All revenue (registration fees) must be processed by the Office of Conference Services.*