

## UTSA EXTENDED EDUCATION (EE) CONTINUING EDUCATION UNIT (CEU) APPLICATION AND APPROVAL PROCEDURES

Programs requesting CEUs from UTSA must meet the following guidelines\*:

1. **Sponsorship:** UTSA faculty must be involved in the planning, design, evaluation, and sponsorship of the program. Activities co-sponsored with an off-campus group must have written approval of an appropriate UTSA faculty member for all program activities.
2. **Application Deadline:** The application form for CEU's must be received by Extended Education (EE) no later than two weeks prior to the program OR prior to the publication of any material stating CEUs are available (whichever date is earlier). Applications **cannot be accepted after an event begins**.
3. **Learning Objectives/Agenda:** An hour-by-hour agenda or program **must** accompany the CEU application. An agenda must include a statement of learning objectives (e.g., behavioral or performance objectives) for each session/activity. For purposes of determining number of CEU's, the agenda must clearly distinguish between instructional time and break, social, or administrative time. Programs must include ways in which participants demonstrate the achievement of learning outcomes (e.g., discussions, Q&A, case studies, simulations, exercises).
4. **Marketing & Communications:** To ensure accuracy, all marketing and communications must be approved by EE before CEU's are advertised.
5. **Forms:** Once your program is approved by EE, the following forms will be sent to the program director: the UTSA CEU Request Form, UTSA CEU Sign-up Sheet, and the UTSA Course Evaluation Form. These forms must be filled out by each participant requesting CEU's and signed by the program director, where applicable. All program forms must be received by EE within three weeks after the program ends.
6. **Faculty Credentials:** A brief resume for each instructor and the sponsoring UTSA faculty member must accompany the CEU application. Full Curriculum Vitae (CVs) are not necessary, only educational degrees and experience relevant to the subject matter being taught.
7. **Assessment:** A description of the planned assessment **must** accompany the CEU application. Assessments should measure the participants' achievement of the learning objectives and evaluations should ask participants to give feedback about the quality and effectiveness of the program, as well as the degree to which the program helped them achieve the stated learning outcomes. Copies of the completed evaluations must be submitted to Extended Education after the program is completed.
8. **Participant Records:** After the program, original sign-in/sign-out attendance sheets must be turned in to Extended Education. Signature sheets should include or be accompanied by the typed name and address of each participant. The UTSA faculty sponsor must provide signed certification of all participant's eligibility for CEUs (i.e., verify that all participants receiving CEUs attended the entire program OR state the reduced number of CEUs which should be awarded).
9. **CEU Cost:** For programs not managed by EE but taught at UTSA and whose profits go to a UTSA department, no fee is charged to register the program. If a UTSA department offers CEU programs through a partnership with an outside agency, then no fees charged to register the program but certificates are issued at \$25 per person (non-refundable). In the event an agency/organization Provider Number is required to issue certificates, the hosting UTSA department is responsible for absorbing this additional cost.
10. **CEU Certificates:** Certificates will be issued only after verification by the faculty sponsor and EE that the participants have successfully completed a program and after payment has been received. Certificates will not be available at the program site unless special arrangements have been made in advance and approved by EE.

*\*These guidelines follow the principles set forth in the Southern Association of Colleges and Schools publication, Resource Manual for the Principles of Accreditation, <http://www.sacscoc.org>.*

**UTSA EXTENDED EDUCATION**

**CEU APPLICATION**

**FAX: (210) 458-2410**

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**Date of CEU Approval Request** (Must be at least two weeks prior to event): \_\_\_\_\_

**Title of Program:** \_\_\_\_\_

**Type of Program:** Conference \_\_\_\_\_ Institute \_\_\_\_\_ Seminar \_\_\_\_\_ Workshop \_\_\_\_\_  
Web-Based Course \_\_\_\_\_ Symposium \_\_\_\_\_ Other \_\_\_\_\_

**UTSA Faculty Sponsor/Dept/College:** \_\_\_\_\_  
Sponsor Name (attach vita)

\_\_\_\_\_  
Sponsor's Dept.

\_\_\_\_\_  
College

**Program Faculty:** \_\_\_\_\_  
(attach a vitae for each instructor)

**Length of Program:** \_\_\_\_\_ (days)      **Location of Program:** \_\_\_\_\_

**Beginning Date:** \_\_\_\_\_      **Ending Date:** \_\_\_\_\_

**Total Instructional Hours:** \_\_\_\_\_  
(attach program agenda or course syllabus)

**Target Audience:** \_\_\_\_\_

**Anticipated Attendance:** \_\_\_\_\_

**Learning/Educational Objectives:** \_\_\_\_\_  
(attach extra page if necessary)

**Assessment Planned:** \_\_\_\_\_  
(attach copy of assessment description and evaluation that measures extent to which learning objectives were achieved)

**Contact Person:** \_\_\_\_\_ **Telephone** \_\_\_\_\_ **Fax** \_\_\_\_\_

**Campus Address** \_\_\_\_\_ **E-Mail Address** \_\_\_\_\_

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**Approved:** \_\_\_\_\_ **for** \_\_\_\_\_ **CEUs**      **Date** \_\_\_\_\_

Frank A. Salazar, MBA  
Director, Extended Education

c: UTSA Faculty Sponsor \_\_\_\_\_ c: EE Program Coordinator \_\_\_\_\_

Date Sent \_\_\_\_\_

Date Sent \_\_\_\_\_