THE OHIO STATE UNIVERSITY

Application to the Office of Distance Education and eLearning for CEU Approval

Part 1. IDENTIFYING INFORMATION (Application must be filled out completely)

A.

_____

Name of Applicant

B._____/_____/_____/_____

Mailing Address   *City*   *State*   *Zip*

C._____/_____/_____

Contact   *Position*   *Phone*

Part 2. PROGRAM INFORMATION

A. _____
Program Title

B. _____/_____/_____
No. of Contact Hours　　　　　*No. of CEUs (to be assigned)*　　　　*Program Site*

_____
Date(s)

C. _____
Target Audience

D. List objectives and goals of the program
　　a. _____

　　b. _____

　　c. _____

　　d. _____

Part 3. PROMOTIONAL MATERIAL CONTENT CHECKLIST – To be provided to participants

- Name and address of provider
- Statement: The Ohio State University Office of Distance Education & eLearning is a provider of CEUs.
- Name and contact information of the program contact person
- Title of program
- Date(s) of program
- Numbers of CEUs earned by completing the program
- Requirement(s) for satisfactory completion of the program
- Program agenda with specific beginning and ending time frames for each program component
- Provide program evaluation form

Part 4. MATERIALS TO BE PROVIDED <u>WITH APPLICATION</u> TO THE OFFICE OF DISTANCE EDUCATION AND eLEARNING BY APPLICANT

- Application to the Office of Distance Education & eLearning for CEU Approval
- $100 Application Fee (payable by eRequest, Check *payable* to The Ohio State University, or Credit Card)
- Content of program
- Objectives & goals of the program (must be stated in measurable statements)
- Target audience
- Program agenda with specific beginning & ending time frames for each program component
- Number of contact hours for each session
- Breakfasts, lunches, dinner or breaks may NOT be included in contact hours unless there is a presenter with objectives and goals of the session.
- Name(s) of presenter(s) including their qualifications/bio.
- Instrument that will be used to monitor session attendance
- Program <u>and</u> presenter evaluation form
- Letter of support from a faculty member affiliated with The Ohio State University.

Part 5. MATERIALS TO BE PROVIDED TO THE OFFICE OF DISTANCE EDUCATION AND eLEARNING AFTER THE CONFERENCE/PROGRAM BY THE APPLICANT

- Session attendance documents
- Summary of program evaluations

Part 6. SERVICES PROVIDED BY THE OFFICE OF DISTANCE EDUCATION AND eLEARNING

- Review and certify the qualifications of instructors
- Evaluate materials for CEUs
- Evaluate program from attendees' point of view
- Review program evaluation summary
- Store all materials for five years (i.e. verification of attendance forms)
- Purchase and prepare certificates.

APPLICATION FEE

One contact hour equals .1 Ohio State CEU.

A non-refundable $100 fee is assessed for each application. After the conference/program, this will be applied to the $300.00 minimum fee for the first twenty or less applicants. For additional applicants, over 20, there is a fee of $15.00 per applicant.

Applications not received by the Office of Distance Education & eLearning 30 days prior to the event date will be assessed a $20 late fee.

I have read and understand this Application Fee statement.

_____   _____
Applicant Signature   Date   Printed Name

Office Use Only

Date received _____ Fee enclosed _____ Check/eRequest/PO#_____

Deficient _____   Denied _____   Approved for _____   hours

Comments: _____

Approved _____
                     Signature   Date