Pennsylvania Recreation and Park Society

**Application for Continuing Education Unit Support**

*(Events that do not have CEU certification)*

**INSTRUCTIONS**

1. ***APPLICATION***

Complete application and submit *electronically* to [danh@prps.org](mailto:danh@prps.org) with subject “CEU Application.” Mail a $10.00

non-refundable processing fee to PA Recreation and Park Society (PRPS) at the address below.

***OR***

Complete a hard copy of the application and submit it along with a $10.00 non-refundable processing fee to the address below.

***Attn: CEU Application***

***PRPS***

***2131 Sandy Drive***

***State College, PA 16803***

1. ***APPROVAL***

Receive approval of your requested continuing education units (CEUs) via a letter from PRPS.

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1. **APPLICANT INFORMATION**
2. **Name:**
3. **Address:**
4. **Email:**
5. **Phone Number:**
6. **EVENT INFORMATION**

*When completing this form, reference* [*the International Association for Continuing Education and Training (IACET) website*](https://www.iacet.org/standards/ansi-iacet-2018-1-standard-for-continuing-education-and-training/) *for a framework of best practices on how to develop a learning program.*

1. **Event Title:**
2. **Event Date(s):**
3. **Event Host:**
4. **Event Location:**
5. **Event Address:**
6. **Event Target Audience:**
7. **Event Agenda**

|  |  |  |
| --- | --- | --- |
| Date | |  |
| Time | **Session Title** | **Description** |
|  |  |  |
|  |  |  |
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1. **Session Descriptions *(use space provided or attach)*:**
2. **Instructor(s) qualifications *(list in space provided or attach)*:**
3. **Personal learning outcomes/performance objectives achieved at this workshop,**

**Example: Participants will be able to state the three most common playground injuries**

**1.**

**2.**

**3.**

1. **Total Hours of Conducted Instruction *(class time only)*:**
2. **Number of CEUs Requested:**

\*Calculating CEUs:

Take the total number of completed instruction hours and divide by 10 to obtain a CEU total. CEUs should be expressed in tenths, for example 14 instruction/ contact hours equates to 1.4 CEUs. If the resulting computation ends in less than .05 after totaling, round down; if the resulting computation ends at .05 or higher after totaling, round it up to the nearest tenth.

1. **Please include proof of attendance when submitting this form. This can be a letter of attendance from the host organization, certificate of completion, or proof of registration purchase.**