



The Division of Continuing Studies
"The Delta's Link to Lifelong Learning"

CONTINUING EDUCATION UNIT (CEU) APPLICATION PROCEDURES AND FEES

In order for CEU credit to be awarded, the following must be complete:

PRIOR TO PROGRAM

The following must be submitted to Graduate and Continuing Studies at least **TWO** weeks prior to the program.

1. The completed **Request Form for Awarding CEU** application.
2. A copy of the **evaluation instrument** to be used to evaluate the program by each participant.
3. A **vita** for each instructor of the program.
4. An **agenda** of the program, which includes a statement of the objectives and a time schedule of each contact hour of actual instruction.

Once application is received, a confirmation email is sent to the sponsor. The program must be approved by Delta State University prior to advertisement of CEU credit.

AFTER THE PROGRAM

*The following must be submitted **no later than 10 days** after the completion of the program.*

1. A **summary** of the evaluations completed by each participant. (Do not submit individual evaluations...send a summary of all evaluations collected.)
2. A **sign-in sheet** with signatures of all participants. (If the program includes different sessions, please turn in a sign-in sheet for each session.)
3. **Participant Application for CEU Credit Form** for each individual participant.
4. **Payment** from each individual participant. (Please attach payment to each Participant Application for CEU Credit Form.)

Please note: *Please advise participants that payment by money order is preferred. Check payments must clear the bank before transcripts are mailed (**minimum wait is 3 weeks from date check payments are deposited in Student Business Services**).*

FEE SCHEDULE

The costs for CEU credits are based on a sliding scale.

A base cost of \$15.00 is charged for 1.0 CEU and less than 1.0.	1.0 CEU	\$15.00
After 1.0 CEU, add \$1.00 for every .1 increment.	2.0 CEU	\$25.00
After 2.0 CEU, add \$.50 for every .1 increment.	3.0 CEU	\$30.00
	4.0 CEU	\$35.00
	5.0 CEU	\$40.00