

SPONSOR INSTRUCTIONS FOR GENERAL CEU APPLICATION

*All Continuing Education forms can be found at <http://continuinged.wvu.edu/forms>

Application for Continuing Education Units (BEFORE EVENT):

- Go to <http://continuinged.wvu.edu/forms> and select the correct application form, complete and upload your Syllabus, Outline, etc., and click submit. Applications must be submitted at least 2 weeks before event date. Please submit 1 application per class/event.
- You will receive an electronic approval via email indicating the Course Key Number and CEU value for the class/event.
- Go to <http://continuinged.wvu.edu/forms> and print the following forms for each participant of the class/event.
 - Participant Information Form (select CEU, PDH, ILU)
 - Transcript Request Form* There is a \$5 handling fee for each Participant Information Form and a \$6 handling fee for each Transcript Request Form. Sponsors will be invoiced according to the forms received.

DURING Event/Workshop:

- All participants should be given 1 Participant Information Form and 1 Transcript Request Form.
 - For all interested in CEUs and Transcripts - both forms should be completed and handed in to the sponsor/instructor at the end of the class/event.
- (Please make sure that someone knows to collect both forms from participants)

Registration of Participant CEUs (AFTER EVENT):

- Event Sponsors send the following to WVU Continuing & Professional Education, PO Box 6800, Morgantown, WV 26506, Attn: Sherry Gallagher
 - Completed Registration Form (found at <http://continuinged.wvu.edu>)
 - Completed Participant Information Forms collected at the class/event
 - Completed Transcript Request Forms collected at the class/event(Please proof read forms to make sure all information is complete and include a Course Key Number and Date of Class/Event)
- Sponsors will receive an invoice for payment of the following:
 - \$5 per Participant Information Form received
 - \$6 per Transcript Information Form received

Please Note: Transcripts of Completion are ONLY for WVU Continuing & Professional Education classes, events and workshops, WVU Continuing & Professional Education, and C&PE non-credit courses.

For questions contact:

Sherry Gallagher, Administrative Secretary
WVU Continuing & Professional Education
PO Box 6800 Morgantown, WV 26506

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Email: Sharon.Gallagher@mail.wvu.edu
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