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
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