



CEU APPROVAL REQUEST FORM

Applying for ASHE CEUs for District Educational Programs

On the form that follows, fill in the name of the program or session title on the line provided. (You should be able to complete this on your computer, than save the pdf with a different name to your computer to save the input text.)

For the application packet, you will need to provide the three items listed: short bio on presenter(s), learning objective of presentation(s), and a timed program or agenda which shows the length of the presentation or presentations.

Email the completed packet to the FHEA office (sarah@fhea.org). You can do this by either emailing the separate components, or combining and sending one pdf. The office will submit the application to ASHE and report back to the district on whether the program was accepted for ASHE CEUs.

HOSTING DISTRICT INFORMATION

District: _____

Contact Person Name: _____

E-mail Address: _____

Position In Chapter: _____

PROGRAM INFORMATION

Date of Program: _____

Program or Session Title that requires approval: _____

Number of hours requested: _____

Please indicate the number of Contact Hours for this program to determine CEUs.

SUPPORTING DOCUMENTATION

1. Attach faculty biographies that indicate the instructors qualified to present the material and meet the learning objectives.
2. Attach learning objectives for each of the sessions for which you are requesting CEU approval.
3. Attach a timed agenda for the program. (1 CEU is granted for every 60 minutes of instruction, not including breaks, registration times, introductory periods, and evaluation times.)