University of Idaho
Office of the Registrar
875 Perimeter Dr MS 4260
Moscow, ID 83844-4260
Phone: (208) 885-6731
Fax: (208) 885-9061
registrar@uidaho.edu

CEU REQUEST

Continuing Education Unit

CEU are not academic credits and are not considered professional development for teacher certification.
CEU are for conferences, short programs, or seminars.
See Catalog Regulation D-5 and Faculty-Staff Handbook 4250.

REQUEST MUST BE SUBMITTED TO REGISTRAR A MINIMUM OF TWO WEEKS PRIOR TO FIRST MEETING DATE; ALL SIGNATURES ARE REQUIRED PRIOR TO SUBMISSION PLEASE ROUTE ACCORDINGLY

Title _____

Meeting Dates: From _____ To _____ Total Contact Hours _____

Location: _____

Program Content Description: _____

_____

_____

_____

UI Instructor/Coord Name _____ ID _____
**must be active UI faculty/instructor; required for grade entry in VandalWeb*

Sponsoring Agency _____

Program Coordinator Name and Title _____

Signature _____ Date ___/___/___

Address _____

Phone _____ Email _____

UI Academic Department/Subject Program Associated With _____

UI College Dean Approval

_____ Date ___/___/___
signature required

Fees/Budget Information (enter zero department fee if not collecting with registration):

$_____ Department Fee ◆Credit to Budget _____ ◆Inc/Exp Acct _____
+ $25.00 CEU Registration Fee (credited to Registrar VBX008)
$_____ Total Registration Fee

FOR REGISTRAR USE ONLY Approved by _____ Date _____ Confirmation sent _____

TERM: _____ **CRN:** _____ **Units:** _____

Rev 02/12/14