



Millersville University School of Social Work

Instructions for Requesting CEUs

1. Complete the “Request for Awarding Continuing Education Units (CEUs)” application
2. Send the completed form, along with the following items, to Dr. Bertha DeJesus (Bertha.DeJesus@millersville.edu) and Jostalynn Parry (Jostalynn.Parry@millersville.edu). This information is also listed on the request form:
 - a. The title of the program and core subjects covered. This can include a program flyer or agenda
 - b. Dates, times, location of the program. This also may be listed on the agenda
 - c. Presenter/Instructors name(s), title(s), affiliations, and degree(s). You can either submit a bio with this information, or a formal resume/CV
 - d. Schedule for the presentation- please include all breaks and/or lunch
 - e. How you plan to certify attendance. You can include a sign-in/sign-out sheet
 - i. Note: Participants need to show they were present for the whole duration of the program to receive the requested amount of CEUs
 - f. Learning objectives for each session or the overall program. Again, this can be included in the program flyer or agenda
 - g. What the instruction format will be- lecture, small group, large, group, etc.
 - h. What the evaluation methods will be. Please include a copy of the post survey that will be sent to participants. There should be questions that focus on assessing knowledge gained from the presentation.
3. After all the above information has been received, your application will be reviewed, and you will be notified if it is approved.
4. Once approved, the “Request for Awarding Continuing Education Units (CEUs)” will be sent through DocuSign for signatures of the requester and the Department Chair
5. The CEU fee of \$250 should be sent as a check made out to Millersville University and sent to the following address:

Millersville University
School of Social Work/Department Chairperson
PO Box 1002
Millersville, PA 17551
6. After the training is completed, please email the attendance list to Dr. DeJesus and Jostalynn Parry. Your certificates will be emailed to whoever was identified on the application within 1-2 weeks.
 - a. Note: If you indicated you would like the certificates emailed directly to the participants, you must include all participant emails when sending the attendance list. You will receive a notification once the CEUs are distributed.



Millersville University School of Social Work

Request for Awarding Continuing Education Units (CEUs)

Date request is being submitted: _____

Title of Program or Course: _____

Date(s) of program: _____

Number of CEU hours requested (***do not include breaks/lunch/registration***): _____

Sponsoring Organization, if applicable (please include mailing address):

Name of primary contact: _____

Contact Phone: _____ Contact e-mail: _____

Would you like the CEU certificates mailed back to the organizer or the individual participants? If you are requesting the certificates be mailed directly to the participants, you **must** send all email addresses when sending the attendance list.

- ☐ Organizer
☐ Participants

Please include the following in your application packet:

1. The full name and address of the applicant
2. The title of the program and core subjects covered (you can provide the agenda/program if that information is listed, there)
3. The dates, time, and location of the program (again, the agenda may suffice if those details are listed on it)
4. The instructors' names, titles, affiliations, and degrees (including a CV/resume/bio). (You can provide the program if information is listed, there. If multiple presenters, you can compile information on one document)
5. The schedule of the course-syllabus, lecturer, workshop, and/or training and time allocated (attach agenda, syllabus, etc.). The agenda must include all breaks/lunches.
6. The total number of clock hours, including time allotted for breaks, lunch. (If there are multiple sessions from which individuals can choose, the minimum number of clock hours for each breakout session is 1 hour. Breaks and lunches cannot be counted in the total number of clock hours.

7. The method of certifying attendance (include sign-in sheet that includes space for verifying remained throughout the duration of the session)
8. Learning objectives for each session or overall program. If this information is included in the program, then submit the program. If not, then can include a document that compiles #4, above.
9. The instruction (e.g., lecture, small group, large group, experiential, workshop) and evaluation methods (e.g., submit copy of survey will use to evaluate overall program as well as individual sessions, if applicable)

Please return the completed request form and documentation via email to Dr. Bertha Saldaña DeJesús (bertha.dejesus@millersville.edu) and Jostalynn Parry (jostalynn.parry@millersville.edu). Once the request has been reviewed and approved, the form will be sent through DocuSign for final signatures.

Program/Workshop/Training Coordinator Signature

Date

Department Chair Signature

Date

The CEU fee of \$250 should be sent as a check made out to Millersville University and sent to:

Millersville University
School of Social Work/Department Chairperson
PO Box 1002
Millersville, PA 17551

All promotional must contain the following exact wording:

As a university accredited by the Council on Social Work Education, Millersville University School of Social Work is approved by the State Board of Social Workers, Marriage and Family Therapists and Professional Counselors to provide Continuing Education Units (CEUs) to qualified participants.