



REQUEST TO AWARD
CONTINUING EDUCATION UNITS OR PROFESSIONAL DEVELOPMENT HOURS

1. Sponsoring Unit Date of Request

2. Full Title of Activity

3. New program/First Request
Informational Submission Date of initial approval

4. Activity Description/Objectives

5. Instructional Staff (List all instructional staff. Use additional page if necessary.)
SIUE Faculty Other
Name(s):

6. Beginning/Ending Dates: 7. Total Contact Hours:

8. CEU's to be awarded: (1.0 CEU equals 10 contact hours)
PDH's to be awarded: (1.0 PDH equals 1 contact hour)

9. Anticipated Number of Participants: 10. Fee Schedule per person:

11. Contact Person: Phone:

APPROVAL:
Date:
Dean or Administrative Officer

Date:
Professional Development Administrative Officer
Conferences and Institutes

Date:
Office of Educational Outreach
Executive Director