



**Guidelines for Completion of Request to Award  
Continuing Education Units or Professional Development Hours**

1. Sponsoring Unit- The name of the School, department, or unit sponsoring the activity.
2. Course Title- The title of the CEU/PDH activity. If the activity has been held before, please use the same title each time.
3. New Program- Check here if the CEU/PDH activity is a new program. If not a new program, then please indicate the date of initial approval.
4. Activity Description/Objectives- This is essentially the "course description" of the activity. This description may appear in the promotional material and may be stated as the course objectives. Whenever possible, please attach a copy of the promotional material to the request to award form.
5. Instructional Staff- Who will teach or conduct the activity? Please identify the individual(s) and if other than SIUE faculty, please include resume or vitae.
6. Beginning and Ending Dates- Inclusive dates for workshops and seminars. For short courses, enter day(s) of week and dates.
7. Total Contact Hours- One contact hour is normally 50 minutes of instruction/participation.
8. CEU's to be Awarded- One CEU equals 10 contact hours.  
PDH's to be Awarded- One PDH equals 1 contact hour.  
(To accommodate the needs of a wide range of participants, a single program may be approved to award both CEUs and PDHs, if appropriate. An individual participant cannot earn both CEUs and PDHs for a single program. Non-university-affiliated sponsors will be assessed a minimal charge for each CEU and/or PDH participant.)
9. Anticipated Number of Participants- If minimum and maximum levels have been established, enter them here. Otherwise, enter "N/A."
10. Fee Schedule per Person- Enter recommended cost per participant, or total cost if on a contractual basis.
11. Contact Person- Enter name and phone number of the person to be contacted for additional information.

The "Request to Award Continuing Education Units" form should be completed and submitted to Conferences and Institutes (Campus Box 1036) at least 30 days prior to the start of the activity. There is no charge for submitting this request to award application. For additional information, please contact the Associate Director, Conferences and Institutes, at (618) 650-2663.