



VCU Office of Continuing and Professional Education

VIRGINIA COMMONWEALTH UNIVERSITY

CEU Event Registration Form

Event title: Event number:

Location:

Event coordinator:

Name	Phone number	Email address
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CEU value for this event: _____ hours _____ CEUs

Virginia Commonwealth University is pleased to offer conference participants continuing education units for their attendance at this event.

The CEU is a uniform unit of measurement for noncredit continuing education activities. One CEU is defined as 10 contact hours of participation in an approved CEU Event. The CEU does not equate to regular university undergraduate or graduate credit.

The CEU provides a means of recording an individual's successful completion of various continuing education activities, allowing students to accumulate and transfer continuing education records throughout their lives. It is solely up to outside certifying agencies — not VCU — whether to accept or decline VCU CEUs for the purpose of certification or licensure renewal.

By completing the bottom portion of this form, you are giving permission to the event coordinator to supply your information to VCU to register for CEUs. If the bottom portion of this form is not returned to the event coordinator during the event, you will not be able to receive VCU CEUs. Any questions regarding your participation in this event should be directed to the event coordinator listed above.

Please wait at least three weeks after the event to check for your official CEU transcript. For instructions on finding and printing your transcript, visit the VCU Office of Continuing and Professional Education website at ocpe.vcu.edu.

For assistance, please contact _____

Office of Continuing and Professional Education | Virginia Commonwealth University | P.O. Box 842505, Richmond, Virginia 23284-2505
Phone (804) 828-1322 | Fax (804) 828-6444 | ocpe@vcu.edu | ocpe.vcu.edu

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Please retain the top portion of this form for your records.

Please print the information below and return this bottom portion to the event coordinator (on-site during the event). All information must be complete in order to receive CEUs for this event. Please wait at least three weeks after the event to check for your official CEU transcript.

Please print legibly.

Full name: Date of birth:
mm/dd/yyyy

Address:

Street address	City	State	Zip
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Daytime phone number: Email:

Signature: Date:

Event number: Event date:

Event location: