

PARTICIPANT INFORMATION AND TRANSCRIPT OF COMPLETION FORM

PARTICIPANT SECTION

INSTRUCTIONS:

Please complete the form with your information and submit to the instructor. All items are required.

Last Name, First Name, Middle Initial: _____

Date of Birth: _____

Primary Phone Number with Area Code (this is used as a Student Identification Number): _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Job Title: _____ Employer: _____

Primary Email Address: _____

The above information, along with the course information from the educational activity in which you are now enrolled, will become part of your CEU permanent record at WVU. We will create an account and send you the login information for continuinged.wvu.edu.

SPONSOR SECTION

INSTRUCTIONS:

Please complete with sponsor information about the class/event/workshop. All items are required.

Stamp at bottom and submit completed forms to WVU CPE for processing. (10 Contact hours = 1.0 CEU/PDH)

Sponsor: _____

Program Title: _____

Course Key Number: _____ Date: _____

To receive a Transcript of Completion as written proof of participation in this class/event/workshop, please complete the information below.

| COURSE TITLE | DATE OF EVENT | COURSE KEY (REQUIRED) | CEU/ILU/PDH VALUE |
|--------------|---------------|--------------------------|-------------------|
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In the box provided, please use your company's stamp, seal, or received date with contact initials before submitting to WVU CPE for processing.