**SPONSOR INSTRUCTIONS FOR GENERAL CEU APPLICATION**

*All Continuing Education forms can be found at [http://continuinged.wvu.edu/forms](http://continuinged.wvu.edu/forms)*

Application for Continuing Education Units (BEFORE EVENT):

- Go to [http://continuinged.wvu.edu/forms](http://continuinged.wvu.edu/forms) and select the correct application form, complete and upload your Syllabus, Outline, etc., and click submit. Applications must be submitted at least 2 weeks before event date. Please submit 1 application per class/event.

- You will receive an electronic approval via email indicating the Course Key Number and CEU value for the class/event.

- Go to [http://continuinged.wvu.edu/forms](http://continuinged.wvu.edu/forms) and print the following forms for each participant of the class/event.
  - Participant Information Form (select CEU, PDH, ILU)
  - Transcript Request Form
  * There is a $5 handling fee for each Participant Information Form and a $6 handling fee for each Transcript Request Form. Sponsors will be invoiced according to the forms received.

**DURING Event/Workshop:**

- All participants should be given 1 Participant Information Form and 1 Transcript Request Form.
- For all interested in CEUs and Transcripts - both forms should be completed and handed in to the sponsor/instructor at the end of the class/event.
  (Please make sure that someone knows to collect both forms from participants)

Registration of Participant CEUs (AFTER EVENT):

- Event Sponsors send the following to WVU Continuing Professional Education, PO Box 6800, Morgantown, WV 26506
  - Completed Registration Form (found at [http://continuinged.wvu.edu](http://continuinged.wvu.edu))
  - Completed Participant Information Forms collected at the class/event
  - Completed Transcript Request Forms collected at the class/event
  (Please proof read forms to make sure all information is complete and include a Course Key Number and Date of Class/Event)

- Sponsors will receive an invoice for payment of the following:
  - $5 per Participant Information Form received
  - $6 per Transcript Information Form received

**Please Note:** Transcripts of Completion are ONLY for WVU Continuing Professional Education classes, events and workshops, WVU Continuing Professional Education, and CPE non-credit courses.

**For questions contact:**

WVU Continuing Professional Education
PO Box 6800 Morgantown, WV 26506
Phone: (304) 293-2834
Email: WVUEnrich@mail.wvu.edu
Fax: (304) 293-4899