

SPONSOR INSTRUCTIONS FOR GENERAL CEU/PDH/ILU APPLICATION

*All Continuing Education forms can be found at <http://continuinged.wvu.edu/forms>

Prior to Class/Event/Workshop:

1. Go to <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 two (2) weeks before event date. Please submit one (1) application per class/event/workshop.
2. You will receive an electronic approval via email indicating the Course Key Number and CEU/PDH/ILU value for the class/event/workshop.
3. Go to <http://continuinged.wvu.edu/forms> and print the following forms for each participant of the class/event.
 - Participant Information and Transcript of Completion Form
 - Course Registration Form (to be filled out one time for each class/event/workshop by the sponsor)
4. There is a \$15 processing handling fee for each Participant Information and Transcript of Completion Form submitted. Sponsors will be invoiced according to the number of forms received.

During the Class/Event/Workshop:

- All participants should be given one (1) Participant Information and Transcript of Completion Form.
 - For all interested in CEUs/PDHs/ILUs and Transcripts should complete the form and hand the form in to the sponsor/instructor at the end of the class/event/workshop.
- *Please make sure that someone knows to collect the forms from participants.

After the Class/Event/Workshop:

- Event Sponsors send the following to WVU Continuing Professional Education
 - Completed Registration Form
 - Completed Participant Information and Transcript of Completion Form collected at the class/event/workshop

*Please proof read forms to make sure all information is complete and include a Course Key Number and date of class/event/workshop.
- Sponsors will receive an invoice for payment of \$15 per participant form collected.

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
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