

Pyle Center
Registrations
702 Langdon Street
Madison, WI 53706



Application for University of Wisconsin-Madison Continuing Education Units (CEU)

Program Information

Program Title: [Click here to enter in Program Title](#)

Program Dates: [Click here to enter Start Date](#) – [Click here to enter End Date](#)

Program Location: [Click here to enter Location](#).

Requested Number of Educational Hours (10 hours = 1.0 CEU): Amount of CEUs.

Program Coordinator Information (name, institution, address, phone, e-mail):

Enter Name

Enter Institution

Address Line 1.

Enter Address Line 2

City, State, Zip Code

Enter Phone Number, Enter Email Address

Program Description:

Include information on content, objectives and names and credentials of all presenters.

An attachment of program agenda or brochure is acceptable.

[Click here to enter Program Description](#).

Signature of person who will certify that applicants attended program and are eligible for CEUs:

[Click here to enter Signature](#)

Enter/Select Date of Signature

Completion Certificates (please select one option)

Should be e-mailed in one batch to Program Coordinator above

Should be sent via USPS mail to individual attendees

Should be e-mailed to attendees (if 10 or fewer participants total in program)

Please allow two weeks for processing of completion certificates after complete roster is received by Student Records office.

Billing Information

There is a \$5 charge per attendee requesting CEUs. This fee will be billed to the department requesting the CEUs on a quarterly basis in the quarter in which the roster is received by the Student Records office. For example, rosters received in July, August or September, will be billed in October.-

CEU invoice should be sent to (name, institution, address, phone & e-mail):

Enter Name

Enter Institution

Address Line 1

Enter Address Line 2

City, State, Zip Code

Enter Phone Number, Enter Email Address

Please email the completed form to studentrecords@pyle.wisc.edu or fax to 608-265-3163.

For additional information or questions, contact: Student Records at 608-262-1953.