

Pyle Center
 Registrations, Rm 139
 702 Langdon St
 Madison, WI 53706



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

Program Information

Program Title:			
Program Dates:			
Program Location:			
Requested Number of Educational Hours (10 hours = 1.0 CEU) *CEUs cannot be assigned for breaks.			

Program Coordinator Information

Name:			
Institution Name:			
Address (line 1):			
Address (line 2):			
City:			
State:			
Postal Code:			
Phone Number:			
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.

Program Description:	
Presenter Names and Credentials:	

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

Signature:	
Date:	

Completion Certificates (please select one option)

- Should be emailed in one batch to Program Coordinator listed above.
- Should be emailed to attendees. Please allow two weeks for processing of completion certificates after complete roster is received by the Student Records office.

Billing Information

There is a \$10 charge per attendee requesting CEUs and a \$35 program setup fee. These fees will be billed to the department requesting the CEUs on a monthly basis.

CEU Billing Invoice Information

Contact Name:	
Institution Name:	
UW-Madison Department:	
UW-Madison Funding String:	
Address (line 1):	
Address (line 2):	
City:	
State:	
Postal Code:	
Phone Number:	
Email Address:	

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

CEU Applications must be received at least 30 days prior to the program start date.

Once your application has been approved, a final attendance roster must be submitted to student records within 30 days of program completion.

For additional information and questions, please contact Student Records at 608-262-2451.