Official Chapter CEU Application Form for Chapter Workshops/Seminars

Do not use this form for Chapter Conferences with multiple concurrent sessions. Use the Chapter CEU Application Form for Chapter Conferences.

APWA Chapters must submit a separate form for each Workshop/Seminar for which they wish approval to offer CEUs to participants. Application for CEU approval must be submitted to APWA at least 10 working days prior to the event date. APWA will notify the chapter contact of approval by email and include all of the procedures, participant forms, and validation stickers by email attachment.

A $35 application fee is due to APWA for approval of this application. Within five working days of receipt of this application form, APWA will email an invoice to the Chapter contact for payment of this fee.

If you have not been notified of application status within 5 working days of submitting this form, please call the Professional Development Department at 1-800-848-APWA.

Chapter Contact Information:

Sponsoring Chapter: _____

Name: _____

Title: _____

Organization: _____

Address: _____

City: _____

State/Province: _____

Zip/Postal Code: _____

Email: _____

Phone: _____

Fax: _____

Workshop/Seminar Information:

Title of Event: _____

Dates Scheduled: _____

Agenda:
Please provide a complete agenda for this event, *including session beginning/ending times, instructional hours, scheduled coffee breaks and meals, etc.*

Target Audience:
Who is your target audience? _____

Learning Objectives:
Per IACET guidelines, please use the "action" verbs on the attached guide (do not use "understand" or "learn")

1. At the conclusion of this program, participants will be able to: _____

   _____

   _____

2. At the conclusion of this program, participants will be able to: _____

   _____

   _____

3. At the conclusion of this program, participants will be able to: _____

   _____

   _____

Estimated Attendance: _____

Evaluation:
With this application, you must submit a copy of your session evaluation (for each session).

Each evaluation must include:
- Three (3) leaning objectives
  - Per IACET guidelines, you must use approved "action" verbs (see attached guide)
  - For example, please do not use "understand" or "learn"

- Each of the speaker's names must be included on each evaluation (sample evaluation attached).

Usage:
How will the chapter use the information obtained through participant evaluations? _____

_____

_____

Session Description(s):
Please provide a description of <u>each</u> Educational Session in your workshop/seminar (2-4 line sentence description).

Please complete the following information for EACH instructor in your conference
(copy and paste additional blank lines as needed).

Session: _____

Name: _____

Title: _____

Organization: _____

Address: _____

City: _____

State: _____

Zip Code: _____

Email: _____

Phone: _____

Session: _____

Name: _____

Title: _____

Organization: _____

Address: _____

City: _____

State: _____

Zip Code: _____

Email: _____

Phone: _____

Session: _____

Name: _____

Title: _____

Organization: _____

Address: _____

City: _____

State: _____

Zip Code: _____

Email: _____

Phone: _____