

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) learning 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 each 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: _____

American Public Works Association

Examples of learning objectives using active, measurable verbs

(Note: Verbs such as know, understand, comprehend, learn do not measure behavior and **should not be used in learning objective statements**. Below are examples of learning objectives that include active, measurable, behavioral verbs.)

By attending this session, participants will be better able to:

- **List** the steps for Fleet managers to become NIMS certified.
- **Design** and **conduct** a systematic inventory and inspection of sidewalk assets.
- **Identify** facility deficiencies that impede efficient and economical customer service.
- **Make** informed budgeting decisions about the “real” costs of services and projects.
- **Prepare** a pre-operation safety inspection checklist.
- **Plan** for and **implement** a curbside organics collection program.
- **Evaluate** maintenance management systems features and **choose** which options will work best your operations.
- **Convince** governing bodies of the benefits of adopting smart growth techniques.
- **Promote** the benefits of investing in an in-house advanced leadership program.
- **Develop** a public information and media strategy.

Here’s a list of behavioral verbs to use when composing learning objectives:

Achieve	Conceptualize	Engineer	Invent	Purchase
Acquire	Conduct	Enhance	Investigate	Rebuild
Adapt	Construct	Establish	Justify	Recognize
Administer	Contrast	Estimate	Launch	Recommend
Advise	Control	Evaluate	Lead	Reconstruct
Advocate	Convince	Examine	List	Renovate
Aid	Coordinate	Exceed	Maintain	Repair
Analyze	Correlate	Excel	Make	Report
Anticipate	Correspond	Execute	Manage	Represent
Apply	Counsel	Expand	Measure	Resolve
Arbitrate	Create	Experiment	Mediate	Review
Arrange	Decide	Explain	Mentor	Revise
Ask	Define	Explore	Modernize	Schedule
Assemble	Delegate	Facilitate	Modify	Select
Assess	Demonstrate	Finance	Motivate	Serve
Assist	Deploy	Generate	Negotiate	Set up
Author	Describe	Guide	Notify	Solve
Begin	Design	Handle	Operate	Study
Budget	Determine	Identify	Organize	Succeed
Build	Develop	Illuminate	Originate	Summarize
Calculate	Diagnose	Illustrate	Participate	Supervise
Challenge	Differentiate	Implement	Perform	Support
Choose	Direct	Improve	Persuade	Survey
Clarify	Discern	Increase	Pilot	Teach
Coach	Discuss	Inform	Plan	Test
Code	Draft	Initiate	Prepare	Train
Collaborate	Edit	Inquire	Present	Translate
Communicate	Educate	Inspect	Preside	Use
Compare	Effect	Inspire	Procure	Utilize
Complete	Eliminate	Instruct	Produce	Write
Compose	Employ	Integrate	Program	
Compute	Encourage	Interpret	Promote	
Conceive	Engage	Interview	Provide	

Session Title	Date
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