



College of Health and Human Services

Academic Outreach
4400 University Drive, MSN 2G7, Fairfax, VA 22030
Phone: 703-993-2120; Fax: 703-993-1622;
Web: chhs.gmu.edu/academic-outreach

CONTINUING EDUCATION UNITS POLICY & PROCEDURE

Continuing education units (CEUs) can be awarded through the office of Academic Outreach, College of Health and Human Services, George Mason University. CEUs are awarded based on an evaluation of academic rigor through an analysis of the proposed agenda, content, faculty, and evaluation procedures.

Process to obtain CEUs:

1. Submit a CEU Request Form along with the following information:
 - Program title
 - Program date(s)
 - Program agenda to include session title, topics, instructors, and times
 - Program objectives and outline of the content (general information)
 - Biographical data on program instructors/presenters
 - Copy of promotional brochure or flyer
 - Proposed program evaluation form
 - Anticipated number of attendees
2. Assistant Dean for Academic Outreach will evaluate materials and if approved academically, will determine the number of CEUs to be awarded based on the number of contact hours. A contact hour is 60 minutes of instruction (e.g. 300 minutes of content is 5 contact hours or .5 CEUs). Time allotted to breaks and time on the agenda for non-program activities are not calculated into the time for program content.
3. Once the CEU Offering is approved by Academic Outreach, the contact person for the sponsoring organization will receive a Contact Hour Certificate for each individual student. This form will be in duplicate and one copy is retained by the student, and the other copy returned to Academic Outreach for processing through the university registrar. This form must be filled out completely with the demographic information, including social security number, in order for the student to be entered into the GMU system for the approved CEU credit.
4. After the program offering is complete, the contact person for the sponsoring organization will need to return the following to the office of Academic Outreach:
 - Roster of daily attendance
 - One copy of the Contact Hour Certificate for each student
 - Summary of the program evaluation

The Office of Academic Outreach will process all forms and assure student registration with the University Registrar. The Office will maintain records for a period of five years and then archive the materials. Cost for CEU is \$20.00 per person/per offering.



COLLEGE OF
Health and Human Services

**Academic Outreach
Continuing Education Unit (CEU)
Request Form**

Sponsoring Organization: _____

Contact Person: _____

Address: _____

City/State/ Zip Code: _____

Telephone: _____ Fax: _____

E-Mail: _____

Program Title: _____

Program Dates: _____

Please Attach and Return the Following Information:

1. Program agenda to include session title, topics, instructors, and times
2. Program objectives and outline of the content (general information)
3. Biographical data on program instructors/presenters
4. Copy of promotional brochure or flyer
5. Proposed Program evaluation form
6. Anticipated number of attendees

After the program you will need to send:

1. Roster of Daily Attendance
2. Enrollment Forms
3. Summary of the program evaluation

PLEASE RETURN THE COMPLETED FORM AND MATERIALS TO:

Dr. Mona Ternus
Assistant Dean for Academic Outreach
College of Health and Human Services
George Mason University, MS 2G7
4400 University Drive Fairfax, VA 22030-4444

Phone: 703-993-1910

Fax: 703-993-1622

Date Approved: _____ Number of CEUs Awarded _____

Date Received Attendance Roster & Summary Evaluation _____



The College of
Health and Human Services

CONTACT HOUR CERTIFICATE

George Mason University's College of Health and Human Services will award CEUs for attendance and participation in this event. One CEU = 10 contact hours of instruction.

Course Title _____ **Semester** _____

Dates _____ **Times** _____

Location _____ **Instructor** _____

Organization _____

Number of CEUs awarded _____ **Contact Hours** _____

Participant Information: *The following information is required for a centralized recording of all GMU awarded CEUs. This system will enable you to obtain a transcript, at a later date, of all CEU's credited to you.*

Please print clearly

Last Name _____ **First Name** _____ **M.I.** _____

Address _____

Phone No. _____

Birthdate _____ **Social Security Number** _____

Sex

____ Male
____ Female

Ethnic Group/Race*

____ American Indian (I) ____ Hispanic (H)
____ Black (non-Hispanic) (B) ____ Caucasian (W)
____ Asian or Pacific Islander (O) ____ Other

I verify that I attended and completed the requirements for the event indicated above.
I have earned the number of contact hours indicated on this form.

Signature _____ **Date** _____

You must submit the white copy of this completed form to the instructor/coordinator of this event, **OR** mail to MSN 2G7, George Mason University, College of Health and Human Services, Office of Academic Outreach, 4400 University Drive, Fairfax, VA, 22030 for record keeping purposes. Retain the yellow copy for your records.

You will receive no other documentation of your CEUs.