

COAHOMA COMMUNITY COLLEGE

EDUCATIONAL OUTREACH

PROGRAM APPROVAL FORM FOR AWARDING CEUs

In order to receive Continuing Education Units for a program, this form must be completed and submitted to the Office of Educational Outreach two weeks prior to the beginning of the session.

Note: Please inform participants that there is a two-week wait for certificates.

PROGRAM INFORMATION

Program Title _____

Instructor _____

Location _____

Number of Instructional Contact Hours _____ Number of CEUs _____

Date(s) of Workshop _____

Time(s) of Workshop _____

Is this workshop/program open to the public? Yes No

Please identify group being served _____

Projected Number of Participants _____

CONTACT PERSON

Contact Person _____

Sponsoring Organization or Department _____

Address _____

Phone _____

E-Mail Address _____

_____ Approved _____ Disapproved

DIRECTOR OF EDUCATIONAL OUTREACH

DATE

VICE PRESIDENT OF ACADEMIC AFFAIRS
CHIEF ACADEMIC OFFICER

DATE