

THE GENERAL BOARD OF DISCIPLESHIP
The United Methodist Church

CONTINUING EDUCATION (CEU) APPROVAL PETITION

INSTRUCTIONS: The event instructor completes this form and forwards it to the Program Director of the GBOD sponsoring unit. The Program Director completes item 16 and routes the form to the CEU Director for approval consideration. Upon approval, a copy is returned to the GBOD sponsoring unit.

1. Title of Event: _____
2. Cooperating Annual Conf./Dist./Juris.: _____
3. Dates: _____
4. Event Location: _____
5. Target Audience: _____
Event Level:
 Introductory
 Intermediate
 Advanced
6. Estimated Attendance: _____
7. Planning consultation to meet specific needs of target audience: _____

8. Event objectives/competencies to be achieved: _____

9. Brief description of content: _____

10. Instructional methodology to be used: _____

11. Total clock hours of instruction: _____
12. This event has been approved by the General Board of Discipleship of the United Methodist Church for awarding Continuing Education Units. _____ CEU's may be earned by participants who attend the event full time and complete the evaluation. A certificate will be awarded to those meeting all criteria.
13. Appropriate resources, printed materials, audio-visuals, and library or reference material needed on site: _____

14. Evaluation procedure: _____

15. Instructor(s) _____
16. Authorized, GBOD Staff Leader: _____ Unit: _____

Approved: _____	Date: _____
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CEU Process

General Board of Discipleship
Discipleship Ministries Division
August 1, 2004

1. Staff or sponsor fill out a CEU application (obtained from the meeting planning office), along with an outline of the event, to the meeting planning office. (Lori Whitehurst)
2. With the application, enclose a check for \$1 per anticipated participant. (Within the GBOD use a journal transfer – get account number from the meeting planning office)
3. The meeting planning office will approve the application and grant the number of CEU's.
4. The meeting planning office will provide a template for a Certificate of Participation
5. The event will give each participant a "Certificate of Participation" granting the CEU's.
6. The event will maintain a list of participants

DMD Meeting Planning Office

Lori Whitehurst (ex. 7176)
Tanya Simmons
Don Joiner

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CONTINUING EDUCATION UNIT

Schedule

Contact Hours	CEU's Granted
10	1.0
11	1.1
12	1.2
13	1.3
14	1.4
15	1.5
16	1.6
17	1.7
18	1.8
19	1.9
20	2.0
21	2.1
22	2.2
23	2.3
24	2.4
25	2.5
26	2.6
27	2.7
28	2.8
29	2.9
30	3.0