

## Applying and Receiving CEUs at Seattle University

Dear Candidate for Seattle University CEUs,

Thank you for successfully completing the Seattle University and Washington State approved professional learning opportunity. To receive your Post BA credits, you must complete the following steps within two weeks of course completion (last course date).

1. After you have successfully completed the course, make the CEU payment within two weeks through the Catalog link shared with the course instructor.
2. After filling out your CEU form legibly & making your payment online, email [professionalllearning@seattleu.edu](mailto:professionalllearning@seattleu.edu) a scanned copy or your form (photo will work, but please make sure the image is clear).
3. Once your email with the CEU form is received, SU will verify your attendance and payment. SU will sign the form and email you back with a signed copy of your form.



**SEATTLE UNIVERSITY – COLLEGE OF EDUCATION**

**Professional & Continuing Education**

901 12th Ave, P.O. Box 222000

Seattle, WA 98122-1090

(206) 296-2147 Fax (206) 220-8235

<https://www.seattleu.edu/education/professional-development>

[professionallearning@seattleu.edu](mailto:professionallearning@seattleu.edu)

**Continuing Education Unit Record**

**CEU REGISTRATION**

Use this form to verify your attendance at an approved continuing education unit offering outlined in Section II below. This form must be retained by the individual as verification of attendance. It is the individual's responsibility to maintain accurate records for compliance with certification regulations.

DO NOT USE THIS FORM IF YOU ARE RECEIVING COLLEGE CREDIT or CLOCK HOURS FOR THIS APPROVED CEU PROGRAM.

PLEASE PRINT AND USE BLUE or BLACK PEN ONLY.

**SECTION I – PARTICIPANT INFORMATION**

Legal Name (Last, First, Middle)	Maiden or Former Name
Home Address (Street, City, State, Zip Code)	Telephone Number
E-mail Address	

**SECTION II – CEU APPROVED OFFERING**

TITLE OF CEU OFFERING		
TOTAL NUMBER OF CEUs AVAILABLE FOR OFFERING	FIRST DAY OF OFFERING	LAST DAY OF OFFERING

**SECTION III – SELF REPORTING**

Fill out the back page of this form for every session attended. Incomplete information will result in a delay of verification of CEUs. Ten (10) learning hours equal one CEU. A minimum of 10 learning hours (\$40) is required to earn CEUs with Seattle University. After 10 learning hours, CEUs are given in increments of .5 units (5 hours for \$20). 10 hours = 1 CEU, 5 hours = .5 CEU

**SECTION IV – PARTICIPANT AFFIDAVIT**

I, \_\_\_\_\_ affirm that I earned (number of hours) \_\_\_\_\_ continuing education units (CEUs) for attendance at the above-mentioned approved program. I am not seeking college credit or clock hours for this program.

I, \_\_\_\_\_ declare that the information provided on herein on this form is correct to my best knowledge.

\_\_\_\_\_  
Original Signature of Participant

\_\_\_\_\_  
Date

**SECTION V – VERIFICATION by CEU PROVIDER**

When signed by the approved CEU provider, this form serves as a transcript documenting eligible CEUs earned.

\_\_\_\_\_  
Julie Kang, Ph.D., NCBT, Seattle University

\_\_\_\_\_  
Date

