

CEU Approval Request Form

See Instructions following forms. Asterisk denotes mandatory field.

A separate CEU Approval Request Form must be submitted for each CEU Program.

Date of Approval Request*: _____

Requesting Party Information:

1. Name: _____

2. Organization*: _____

3. Title: _____

4. Address*: _____

5. City*: _____ 6. State*: _____ 7. ZIP*: _____

8. Daytime Phone*: (____) _____ 9. Fax*: (____) _____ 10. Email*: _____

CEU Provider Information:

11. CEU Provider Organization*: _____

12. Contact Name*: _____

13. Address*: _____

14. City*: _____ 15. State*: _____ 16. ZIP*: _____

17. Daytime Phone*: (____) _____ 18. Fax*: (____) _____ 19. Email*: _____

20. Website: _____

CEU Program:

21. CEU Program Name*: _____

22. General CEU Credit Requested*: _____

23. Ethics CEU Credit Requested*: _____

24. Cost of Program*: _____

25. Program Type (Please select type and complete the appropriate section below)*:

- | | | |
|--|-------------------------------------|--|
| <input type="checkbox"/> Live Presentation | <input type="checkbox"/> Self Study | <input type="checkbox"/> College Course |
| <input type="checkbox"/> Lecturing | <input type="checkbox"/> Authorship | <input type="checkbox"/> Licenses and Designations |

CEU Program Descriptions

Live Presentation:

26. Program Instructor(s): _____

27. Program Location or Delivery Method*: _____

28. Program Date*: _____ 29. Program Total Length in Minutes*: _____

30. Enclosed with this application is (check all that apply)*:

- A copy of all program materials
- A copy of schedule / agenda
- A sample copy of the certificate of attendance / completion

Please complete the CEU Program Content Outline section below.

Self Study:

31. Program Delivery Method*: _____

32. Program Total Length*: _____

33. Enclosed with this application is (check all that apply)*:

- A copy of all program materials
- A copy of the program evaluation tool
- A sample copy of the certificate of completion

Please complete the CEU Program Content Outline section below.

College Course:

34. Instructor(s)*: _____

35. Program Location or Delivery Method*: _____

36. Program Date*: _____ 37. Program Total Length*: _____

38. Enclosed with this application is (check all that apply)*:

- A copy of the course description
- A copy of the syllabus

CEU Program Descriptions (Cont.)

Lecturing or Authorship:

39. Location or Publication*: _____

40. Program Date*: _____ 41. Program Total Length*: _____

42. Enclosed with this application is (check all that apply):

- A copy of all program materials or published article / book
- A copy of schedule / agenda

Please complete the CEU Program Content Outline section below.

Licenses & Designations:

43. License or Designation Sought*: _____

44. Enclosed with this application is (check all that apply)*:

- A copy of all program materials
- A copy of the Licence or Designation certificate

Please complete the CEU Program Content Outline section below.

CEU Approval Request Fee Payment Form

Asterisk denotes mandatory field.

Name of Director/YSDF*: _____

Organization*: _____

CEU Program Name*: _____

Date of Application*: _____

CEU Approval Request Fee: \$25.00

For Office Use:

Payment Information – Please charge my:

Visa

Mastercard

Discover

Check

Billing Address*: _____

City*: _____ State*: _____ ZIP*: _____

Name as it appears on card: _____ Exp. Date: _____

Card Number (16 digits): _____ CVV: _____

Check Routing Number: _____ Check Number: _____

Check Account Number: _____

By signing below, I authorize the Center for Financial Certifications to collect fees in the amount of **\$25.00** from me using the method identified above.

Requesting Party Signature

Date

**FORM MUST BE SIGNED REGARDLESS OF PAYMENT METHOD
FEES ARE NON-REFUNDABLE AND NON-TRANSFERABLE**

CEU Approval Request Form Instructions

In General

Certificants or CEU Providers must complete the CEU Approval Request Form in its entirety. Incomplete forms will not be processed. CFC reserves the right to conduct random audits and verify the accuracy of all information presented in the form. If a Certificant is found to have violated the CFC's Certification Policies and Standards and/or Certification Procedures, CFC may take disciplinary action up to and including revocation of certification status.

Certificants or CEU Providers must submit supporting documentation along with the CEU Approval Request Form, including complete program materials, to allow CFC to make a determination of appropriateness and proper number of CEU credits to assign. Materials submitted to CFC for approval will not be returned, regardless of whether CEU credit is granted.

CEU programs must pertain to personal finance subject matter, including but not limited to money management, budgeting, credit, credit reports/score, debt management, risk management, insurance, investing, retirement planning, tax, housing, estate planning, counseling theory, educational theory or regulation of such. Programs not clearly within the personal finance, financial counseling and financial literacy education areas should not be submitted for CEU credit. Ethics CEU credit will only be given for programs or portions of programs which unambiguously address professional ethics, preferably within a financial services context.

Programs specific to the operations of a single organization or that fall within a Certificant's job description will not be approved. Financial education programs that are designed to teach consumers basic personal finance or financial literacy skills will not be approved.

Specific Instructions

Asterisks denote mandatory fields.

21. **CEU Program Name***: Complete name of the CEU Program.
- 22-23. **CEU Credit Requested***: Please see the CEU Procedures of the Center for Financial Certifications to learn more about how CEU Credit is calculated.
24. **Cost***: The cost of the program, not including special discounts.
25. **Program Type***: The type of CEU program as determined by the CEU Procedures of the Center for Financial Certifications. Please see the CEU Procedures of the Center for Financial Certifications to learn more about what constitutes acceptable programs for each of these program types.
Live Presentation: Live Presentations are defined as professional conferences, seminars or courses completed with a live instructor, regardless of delivery method.

Self Study: Self-study programs are defined as courses completed without a live instructor using printed material, audio and/or video cassettes, electronic media or online media.

College Course: Both credit and non-credit courses will be accepted.

Lecturing: CEU credit may be given for lecturing and teaching at professional conferences on appropriate content, so long as the presentation is designed primarily for financial professionals.

Authorship: CEU credit may be given for books and articles or scholarly works on appropriate content published in a professional or scholarly publication.

Licenses and Designations: CEU credit may be granted if a Certificant successfully passes the examinations and obtains certain professional licenses or designations during their Certification Period.

26. **Program Instructor(s):** The instructor(s) or presenter(s) of a program. For a conference or other multi-part program, "Multiple" may be entered in this field so long as a copy of the agenda or program schedule, including the names of sessions and instructors, is attached.
27. **Program Location or Delivery Method*:** The city and state the program is conducted in. If distance learning is used, enter the appropriate delivery method, such as "Internet" or "Telephone".
28. **Program Date*:** The date the program was or will be conducted. If it will be conducted on multiple dates, please specify.
29. **Program Total Length in Minutes*:** The total minutes of actual instruction time, not including breaks or other activities of little or no educational value.
30. **Enclosed with this application is (check all that apply)*:**
A copy of all program materials: A copy of all substantive program materials used during the program. Administrative, marketing and other non-educational materials should not be provided. If no materials are provided, state "None provided."
A copy of the schedule/agenda: For a multi-part program, a copy of the schedule of activities, including time frames, instructors and a description for each session.
A sample copy of the certificate of attendance/completion: A sample of the document produced by the provider which demonstrates attendance and completion of the program.
31. **Program Delivery Method*:** Enter the appropriate delivery method, such as "Internet," "Telephone" or "Workbook".
32. **Program Total Length*:** If the program is pre-recorded or timed, enter the number of minutes required to complete the program. If the program is text based, enter the number of pages.
33. **Enclosed with this application is (check all that apply)*:**
A copy of all program materials: A copy of all substantive program materials used during the program. Administrative, marketing and other non-educational materials should not be provided.
A copy of the program evaluation tool: A Self Study program must utilize a learning assessment, quiz, test, or evaluation tool acceptable to the CFC, which shall be graded by the CEU Provider, with a passing score of 70 percent or higher. A copy of this evaluation tool must be provided.
A sample copy of the certificate of completion: A sample of the document produced by the provider which demonstrates completion of the program.
34. **Instructor(s):** The instructor(s) or professors(s) of a college course. "Multiple" may be entered in this field so long as a copy of the agenda or course syllabus, including the names of sessions and instructors, is attached.

35. **Program Location or Delivery Method*:** Campus, city and state where program is delivered. If distance learning is used, enter the appropriate delivery method, such as "Internet" or "Telephone".
36. **Program Date*:** The date the program was or will be conducted. If it will be conducted on multiple dates, please specify. A semester-long course may be denoted by the semester, i.e. "Fall 2011" or "Spring 2012".
37. **Program Total Length*:** For college credit courses, specify "Semester" or "Quarter." For non-credit courses, specify the number of 50 minute class hours, i.e. "3 Hours."
38. **Enclosed with this application is (check all that apply)*:**
A copy of the course description: This should be obtained from the college course catalog or website and should clearly describe the program.
A copy of the syllabus: This document should clearly describe the course schedule and content of the program.
39. **Location or Publication*:** For Lecturing, the event or organization, city and state where program is delivered. If distance learning is used, enter the appropriate delivery method, such as "Internet" or "Telephone". For Authorship, the publication in which the writing was published. For books, enter "Book."
40. **Program Date*:** For Lecturing, the date the program is delivered. For Authorship, the date of publication.
41. **Total Length*:** For Lecturing, the total minutes of presentation. For Authorship, the number of pages of original content attributable to the author.
42. **Enclosed with this application is (check all that apply)*:**
A copy of all program materials or published article/book: For Lecturing, any handouts or presentation materials used during the program. For Authorship, an original copy of the publication or book.
A copy of the schedule/agenda: For Lecturing only. Should be provided by a third party or otherwise evidence actual delivery of the program.
43. **License or Designation Sought*:** Complete name of the License or Designation.
44. **Enclosed with this application is (check all that apply)*:**
A copy of all program materials: If program materials are too numerous, a detailed outline of materials, topics and timelines produced by the Provider may be submitted instead. The Center for Financial Certifications reserves the right to request a complete copy of all materials.
A sample copy of the License or Designation certificate: A copy of the certificate that is awarded to those achieving the License or Designation.
45. **Length:** Depending on the delivery method and CEU type, Length may be reported in either pages or minutes. If reported in minutes, use multiples of 15 minutes, i.e. "15 minutes," "30 minutes," "75 minutes" etc.
46. **Topic(s) and/or Learning Objectives:** 1-5 words explaining what will be covered during the listed period. Description should be sufficient to allow the Center for Financial Certifications to determine if the material contains appropriate content.