



Procedure to Obtain CEU's

Continuing Education Units (CEU's) are awarded for CAC training to those graduates requesting them. Iowa State University issues CEU certificates for the classes for a fee of \$25 per certificate. The hosts have the option of offering to pay for the CEU certificates or of asking the recipients to pay for them. **Obtaining CEU certificates is optional**; some students will be interested in obtaining them and others will have no need for them.

Here is the process to follow:

- Request CEU cards from Registration Services at Iowa State University. They can be contacted at 515-294-6222 or registrations@iastate.edu
- **Request the cards about three weeks prior to the class.**
- To ensure that each student requesting a CEU certificate has completed the entire class, distribute the cards to each student at the end of the class.
- The students will complete the cards if they want a CEU certificate.
- The completed postcards are collected by the training host and sent with the appropriate payment to the attention of:

CEU Manager
Iowa State University
Registration Services
117 Printing Building
Ames, IA 50011

- Alternatively, the host may ask the students to send their *completed* cards and payment to Iowa themselves. The address is on the CEU request card (sample included in hosting kit).
- ISU will file the information and send the certificates to the students.

The *Fundamentals* course is worth 0.7 CEUs and the *Advanced* course is worth 1.4 CEUs.