



Procedures for Obtaining Continuing Education Units (CEU)

Complete the CEU Information Form for each event you would like to be evaluated to determine its eligibility and the number of CEUs to be awarded.

Mail the completed form(s) to the address below and include the following information:

- Copy of program that indicates the breakdown of time the attendees will spend in the training / learning environment;
- Resumes or bios for all presenters.

TSU Continuing Education will send you a CEU approval memo providing the necessary information, including course number and CEUs awarded in addition to a supply of registration forms for attendees to complete.

Cost: \$15.00 per participant for CEU credits only *or* \$20.00 per participant for CEU credits and a certificate mailed to participant.

Upon completion of the event, the contact person for the event mails the completed registration form for each attendee, check(s) for the CEUs and event rosters to TSU Continuing Education / Non Credit. Checks are payable to Tennessee State University.

Mailing Address:

Tennessee State University
Center for Continuing Education / Non-Credit
330 10th Avenue North; Box 138
Nashville, TN 37203
Attn: Christina Perkins

Print this form and fax or mail to the Center for Extended Education at the address listed at the bottom of the page.

Tennessee State University
Continuing Education Units
Required Documentation

Organization Name and Address:
Responsible Party and Telephone:
Email Address:
Title of Training Event:
Date(s) of Training:
Contact Hours:
Description of Course: (Attach Brochure and Description)
Location of Training event:
Instructor's Resume/Training Experience: (Additional Documentation should be included)
Please check one of the following:
<input type="checkbox"/> CEUS only (\$15.00 per person)
<input type="checkbox"/> CEUS and Certification (\$20.00 per person)

Fax Number: (615) 963-7007
Or
Mail to:
Tennessee State University
Center for Continuing Education/Non-Credit
330 10th Avenue North
Nashville, TN 37203