

# WVU EXTENDED LEARNING

\*Forms can be found at <http://elearn.wvu.edu/continuing/index.html>

## **SPONSOR INSTRUCTIONS FOR: CONTINUING EDUCATION UNITS (CEUs) PROFESSIONAL DEVELOPMENT HOURS (PDHs) INTERNATIONAL LEARNING UNIT (ILU)**

### **1) Application Process (BEFORE EVENT):**

1.Fill out the Application for Approval Program Form\*.

*(Proof to make sure that Application is complete.)*

2.Attach a syllabus, brochure, or outline with the Application, and send to Sherry Gallagher at the address listed below.

**NOTE: Application must be submitted before event date.**

3.Extended Learning will send an approval letter indicating the Course Key Number and CEU/PDH/ILU value for the program.

4.Included with approval letter will be:

Participant Information Form\* - Give copies of form to each participant of the event. Form must include name of event, Course Key number, student ID, name and address.

Course Registration Form\* - To be filled out per event.

### **2) Registration Process (AFTER EVENT):**

**1.After the event, make copies of each completed Participant Information Form for Department/Student files. (THIS WILL BE DEPARTMENT/STUDENT ONLY COPY)**

2.Send completed Course Registration Form and completed Participant Information Form(s) to Sherry Gallagher at the address listed below. (Please proof forms to make sure all information is complete and all forms have Course Key Number).

3.For processing CEUs/PDHs/ILUs, an Invoice for the amount of \$5/per Participant Information Form submitted will be generated by Extended Learning and mailed to Sponsor/Department.

4.Please pay by check or credit card when CEU/PDH/ILU Invoice is received. (Payment instructions and mailing address will be included on invoice)

### **3) Transcript Process:**

#### **Only written proof of CEUs/PDHs/ILUs for students provided by WVU Extended Learning.**

1.Student must contact Extended Learning in writing to request a transcript indicating CEUs/PDHs earned from West Virginia University.

· By email - SPGallagher@mail.wvu.edu or WVUEnrich@mail.wvu.edu

· By postal mail - Sherry Gallagher, See Address Below.

Please include Full Name, Mailing Address, Name of Event(s) with Course Key Number. (ALL REQUESTS MUST HAVE COURSE KEY NUMBER TO BE PROCESSED)

2.A Transcript will be drafted by Extended Learning indicating the Program Title, Dates Attended, Course Key Number, and CEU/PDH/ILU value for each program the student has attended.

3.A Transcript Invoice for the amount of \$6/per transcript will be generated by Extended Learning and mailed to student with the Transcript.

4.Payments by check or credit card are accepted. Payment instructions and mailing instructions will be included with the invoice.

#### **Contact Information:**

Sherry Gallagher

WVU Extended Learning

PO Box 6800

Morgantown, WV 26506

SPGallagher@mail.wvu.edu

304-293-7570

FAX: 304-293-4233