CE Form-B

Required Information for Granting CE Units

1. Attach one copy of program outline and/or program announcement. (Add additional pages if necessary for clarification.)

2. Faculty Member/Professional Staff responsible for quality of course content.

3. Instructional Personnel: □ PVAMU Faculty □ Other
   (If needed, please list on separate sheet)
   (Name)                                                                                                      (Title)
   (Name)                                                                                                      (Title)

4. How was need for the course determined?

5. Educational Objectives of program:

6. Procedure for evaluating program by staff and/or participants:

7. Procedure for evaluating performance of participants:

Approval Recommended: ____________________________ Program Approved for ________ CEUs

(AVP Office of Continuing Education) ____________________________ (Date)

Return this form to:
Office of Continuing Education (OCE)
PRAIRIE VIEW A&M UNIVERSITY;
P.O. Box 518; MS 1100; Prairie View, TX 77446-1100 or via email: oce@pvamu.edu

Your application for CE certificates must be submitted with all required signatures to OCE at least 1 month before the event. This form is valid one year from the date submitted. New forms need to be completed each year for annual events. OCE is the only office authorized to issue CE certificates on behalf of Prairie View A&M University. CE Forms are available at: http://www.pvamu.edu/continuingeducation