

### 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:** \_\_\_\_\_  
(Approval is contingent on compliance with University wide standards and procedures)

**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](mailto:oce@pvamu.edu)