CONTINUING EDUCATION UNITS (CEU) REQUEST FORM

To be completed by STUDENT:

Student Name

Address

City: State: ZIP

Phone: e-mail

Name of Au Pair Agency (If Applicable)

- Complete below with the Class Title, Item Number, Start & End Dates.
- On the last day of class, have your instructor complete and sign below.
- Deliver your completed CEU Request Form to the Continuing Education office 1139I or scan & email to conted.central@seattlecolleges.edu
- To be awarded CEUs/ Clock Hours, you must pay a non-refundable fee of $15 in for the administration of CEUs/ Clock Hours.
- Once the completed form is received by the Continuing Education office, you will receive a Certificate of Attendance showing start and end dates, total hours, and CEUs. This will be emailed to you.

Please note: Hours of Study will be based on actual Total Hours Attended as certified by Instructor.
10 attended hours = 1 CEU

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<thead>
<tr>
<th>Class Title</th>
<th>Item Number</th>
<th>Start Date</th>
<th>End Date</th>
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Student’s Signature: Date:

To be completed by INSTRUCTOR:

I attest to the accuracy of the information above and the Total Hours Attended.

Total Hours Attended

Instructor’s Signature: Date:

Instructor Name [printed]:

CED Administrator’s Signature: Date: