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| **REQUEST FORM FOR CEU APPROVAL** |
| If you attended continuing education that did not issue CEU credit, complete the following form and submit to the Continuing Education Coordinator. Attach a copy of the program brochure/agenda and/or your record of attendance and mail it to:  Wendy J. Gabrielson, Continuing Education Coordinator  Office of Library Development  Oklahoma Department of Libraries  200 N.E. 18th St.  Oklahoma City, OK 73105-3298  **OR Email** request form and agenda/record of attendance to: [wendy.gabrielson@libraries.ok.gov](mailto:wendy.gabrielson@libraries.ok.gov) **OR Fax** request form and agenda with your name and library to:**405-522-3326**   * A confirmation showing the number of CEUs awarded will be emailed to you. |
| Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  First MI Last  Library Name/Address:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Email Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Learning Activity Description (use additional pages if necessary)  Name of program/conference: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Dates: \_ Sponsored by: Location of program/conference:  Please list, by title or a short description, each class or program attended with the actual time spent in each class **OR** provide an agenda with breakdown of time spent.  Title or Short Description Start of Class Time Class Ended |

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| How does this program relate to your current/future job responsibilities? |
| I hereby certify that the above information is true and correct to the best of my knowledge. I understand that any false statements may result in denial or revocation of the certification.    Applicant Signature Date signed |
| TO THE APPLICANT: Confirmation Certificate should be saved. Send a copy of confirmation with the Certification Renewal Form when renewing your certificate. |