



<b>Return Approval Form To:</b> AFCPE Attn: CEU Department 1500 W 3 <sup>rd</sup> Avenue, Ste 223 Columbus, OH 43212 Fax: (614) 485-9621 or ceu@afcpe.org	<b>For Official Use Only</b> Hours _____ Date _____ Signed _____ <input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Pending: _____
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**AFCPE Continuing Education (CEU) Approval Form**

**Instructions—Please read carefully**

- CEU requests without appropriate documentation will automatically be denied
- It is the responsibility of the certificant to maintain a file of all requests and responses
- All information must be completed (“see attached” is not acceptable)
- The following must be submitted with this form:**
  - Program Agenda or course outline
  - Title and length of each session
  - Brief session description
  - Instructor(s) biographical sketch
  - Must not exceed four pages (including this form)

<b>Certification Status:</b> <input type="checkbox"/> ACC <input type="checkbox"/> AFC <input type="checkbox"/> AFCC (Canada) <input type="checkbox"/> CHC	<b>CEUs Requested:</b> <b>1 hour of instruction = 1 CEU</b> (registration, meals and breaks are not included)  _____ hours	<b>Submitting:</b> <input type="checkbox"/> As individual certificant <input type="checkbox"/> For group approval ( <b>must submit list of AFCPE certificant attendees upon approval</b> )
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<b>Name</b>	<b>Company</b>
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<b>E-mail</b>	<b>Address</b> (Include Street, City, State, Zipcode)
<b>Telephone</b> (    ) -	

<b>Program Title</b>	<b>Sponsor</b>
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<b>Date Attended</b>	<b>Date Completed</b>
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<b>Program Delivery Method:</b> <input type="checkbox"/> Live / On-site <input type="checkbox"/> Other _____ <input type="checkbox"/> Online w/o instructor <input type="checkbox"/> Online w/ live instructor <input type="checkbox"/> Self-Study	<input type="checkbox"/> Attendee <input type="checkbox"/> Instructor <input type="checkbox"/> Program Developer <input type="checkbox"/> Author
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**Target Audience:**

**Activity Objective:**

**Description (25 words or less):**