

# AUBURN UNIVERSITY OUTREACH INFORMATION and CEU ACTIVITY RECORD FORM

**PROGRAM INFORMATION (please print clearly or type):**

Program Title \_\_\_\_\_

Sponsoring College/School \_\_\_\_\_ Dept. \_\_\_\_\_

Program Contact \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

Program Location: City \_\_\_\_\_ County \_\_\_\_\_ State \_\_\_\_\_

Begin date \_\_\_\_\_ Number of program meeting days \_\_\_\_\_ End date \_\_\_\_\_

(If this offering is scheduled as a repeat offering during the fiscal year, attach list of dates and corresponding locations.)

Anticipated number of participants \_\_\_\_\_ Number of hours of instructional contact \_\_\_\_\_

**PROGRAM DESCRIPTION/LEARNING OBJECTIVE (Briefly):**

**PLEASE CHECK ALL THAT APPLY:**

<u>Academic Level</u>	<u>Primary Instructional Format</u>	<u>Type Of Activity/Program</u>	<u>Funding Sources</u>
<input type="checkbox"/> General Public	<input type="checkbox"/> Classroom	<input type="checkbox"/> Conference, Institute, Symposium, Lecture	<input type="checkbox"/> Fees
<input type="checkbox"/> Intro. Undergrad	<input type="checkbox"/> TV/Video/DVD	<input type="checkbox"/> Course, Workshop, Seminar, Certificate	<input type="checkbox"/> Grant/Contract
<input type="checkbox"/> Undergraduate	<input type="checkbox"/> Computer/CD/Web	<input type="checkbox"/> Directed/Independent Study, Distance Ed.	<input type="checkbox"/> Dept. Funds
<input type="checkbox"/> Graduate	<input type="checkbox"/> Multimedia	<input type="checkbox"/> Youth program, Camp, Community Course	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Post Graduate	<input type="checkbox"/> Individualized	<input type="checkbox"/> Formal meeting, Hosted Association, etc.	_____

**PROGRAM CLASSIFICATION and CEU APPROVAL**

Per SACS criteria, all non-credit instruction must be reported and classified by category of activity. Only Category I activities may award CEUs; prior approval is required for CEU awards. Information about this process is contained in the Auburn University CEU Policy and Outreach Reporting Guidelines.

- |  |                               |   |
|--|-------------------------------|---|
| Program Category Requested (Check one) | I. <input type="checkbox"/>   | Formal non-credit instruction (CEUs awarded to eligible participants) |
|  | II. <input type="checkbox"/>  | Formal non-credit instruction (No CEUs are awarded to participants)   |
|  | III. <input type="checkbox"/> | Other outreach activities, informal instruction, presentations, etc.  |

I have reviewed the activity described above and categorized it appropriately. For Category I activities, provisions have been made to meet the requisite criteria and to submit participant CEU registration forms at the conclusion of the activity.

_____ Program Chair	_____ Date
_____ Director/Dept. Head	_____ Date
_____ Dean/Outreach Representative	_____ Date

**NOTE:** Please submit one (1) copy of program brochure or other descriptive material with this form.

Send completed form to:  
Office of Outreach Information and Program Certification  
201 O. D. Smith Hall, 135 S. College Street  
Auburn University, AL 36849-5607  
(334) 844-4730 • Fax: (334) 844-4731  
outreach@auburn.edu

Upon the conclusion of the activity, please report the actual number of participants (or notice of cancellation) to OIPC.

**OIPC Use ONLY**

OIPC 01/06

\_\_\_\_\_  
Program Number (CID)

CEU's Approved \_\_\_\_\_

\_\_\_\_\_  
Director & CEU Officer, OIPC                      Date