

# AUBURN UNIVERSITY OUTREACH ACTIVITY REPORT and CEU REQUEST FORM

## PROGRAM INFORMATION:

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

Sponsoring College/School and Department \_\_\_\_\_

Facilitating Department (if different than Sponsoring department) \_\_\_\_\_

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

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

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

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

## PROGRAM DESCRIPTION/LEARNING OBJECTIVE (Briefly):

**Upload/Attach a PDF** copy of the program brochure or other descriptive material.

**Primary Instructional Format**  Instructor/Classroom  Distance Media/Online

**Type of Activity/Program**  Conference, Workshop, Symposium  
 Certificate  
 Community Course, Lifelong Learning Program  
 Youth Event, Camp, Exposition

**Funding Sources**  Fees  Grant/Contract  Department Funds  Sponsors

## PROGRAM CLASSIFICATION and CEU REQUEST

Per university policy, all non-credit instruction must be reported and classified by category of activity. Only Category 1 activities may award Continuing Education Units (CEU); 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)**

Category 1 – Formal non-credit instruction (CEUs are awarded to participants)

Category 2 – Non-credit instruction (No CEUs are awarded to participants) and outreach related events/activities

I have reviewed the activity described above and categorized it appropriately. For Category 1 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 Signature Date

\_\_\_\_\_  
Department Head/Director Signature Date

\_\_\_\_\_  
Name of person submitting form Phone

\_\_\_\_\_  
Email address of person submitting form

Return printed form to: Office of Public Service, 201 OD Smith Hall/135 S College Street  
Auburn, AL 36849-5607 | (334) 844-4730 | FAX: (334) 844-4731  
[outreachreporting@auburn.edu](mailto:outreachreporting@auburn.edu) OPS 09/2015

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

Qualifying CEU's \_\_\_\_\_

\_\_\_\_\_  
Ralph S. Foster, Jr. Date  
Director & CEU Officer, OPS