

PROGRAM APPLICATION
2024-2025 Program Year
Mississippi College Office of Continuing Education
Continuing Education Units Program
Box 4031
Clinton, Mississippi 39058

Part I - Identifying Information

- A. Program Provider Agency Name: _____
- B. Mailing Address: _____
City/State/Zip: _____
- C. Contact Person: _____
Position: _____ Telephone: _____
Email address: _____

Part II - Program Information

- A. Program Title: _____
- B. Program Site: _____
- C. Number of CEU's: _____ Number of Contact Hours: _____
(Please note: Programs less than 5 clock hours cannot be approved.)
- D. Date(s) of Program: _____
- E. Identify the group(s) which will be trained and are eligible for certificate renewal through the Mississippi Department of Education: _____

- F. List topic(s) or theme(s) to be addressed: _____

- G. Program Description: _____

- H. List major intended learning outcomes: _____

OVER

Form CEU2 - 6/02

I. Identify instructional techniques or strategies that will be used to obtain the intended learning outcomes: _____

J. Identify the assessment techniques or strategies that will be used to determine the achievement of the intended learning outcomes: _____

K. List *major* program presenters' names and qualifications. Attach continuation page, if necessary. Resumes/vitae are required:
1. _____
2. _____
3. _____

L. Evaluation: Attach sample of evaluation instrument.

Part III - Agenda/Schedule of Activities *Please attach relevant promotional material.

<u>Time</u>	<u>Activity</u>
_____ - _____	_____
_____ - _____	_____
_____ - _____	_____
_____ - _____	_____

Method of Payment

- ____ Participants will mail CEU fees with completed CEU Application to Miss. College.
- ____ Participants will leave CEU fees with completed CEU Application at the Conference/Class site and the Program Provider Agency will mail a packet including all checks and registration forms.
- ____ Program Provider Agency will issue one check to Mississippi College which covers the specified amount for all participants and will forward the CEU Applications in bulk.
- ____ Other: _____

Notes

1. Program description should be complete and succinct on this form except as specifically permitted in the above instructions.
2. Attachments such as promotional brochures may be included to broaden responses but may not be substituted for the required response.
3. Presenters, dates, and times may be noted as "tentative" if necessary. Changes, if made, must conform to the level of training as described and approved.
4. Applicants are responsible for the completeness and timely submission of applications.