**CEU Approval Application**

***For Residents in Ministry Seeking Out-of-Context CEU’s***
\*Please email completed form to pcameron@mississippi-umc.org and [ministry@millsaps.edu](ministry%40millsaps.edu).

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| Event Name |  |
| Event Date(s), Time(s), and Place(s) |  |
| **Event Structure: In Person, Online, Hybrid** |  |
| Event Sponsor(s) |  |
| Event Description (A brief but clear statement including rationale, objectives, and target groups.) |  |
| Instructional Leadership (Names, Positions, Relevant Expertise) |  |
| Include a description of how your event provides opportunities for any or all of the following ALLLM criteria:• Advance preparation • Instruction in one or more of the content areas of the theological curriculum • Skill development in one or more of the functions of ministry • Stimulation and guidance for personal and professional growth • Group dialogue and interaction • Peer teaching and learning • Theological reflection on the practice of ministry |  |
| Include an explanation of why you are seeking to attend this event as an Out of Context continuing education event. Consider the following questions:* In what ways do you hope this event will impact your ministry as a clergyperson?
* **How does this event stretch you beyond your current appointment context?**
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| **\***Number of Contact Hours -Synchronous -In Person (all in one group, face to face) |  |
| \*Number of Contact Hours Online-Synchronous – (all in one group, online) |  |
| \*Number of hours of Asynchronous Participation(independent Study) |  |
| Number of CEU’s seeking approval for |  |
| Your Name and Contact Information  |  |

**FOR ONLINE & HYBRID EVENTS:** Please describe in detail your contact hours and each method used in completing these hours. Please include all pertinent information that may aid us approving your CEU event.

(\*5 Contact Hours = ½ CEU. A contact hour is an instructional hour. Contact hours do not include time spent on class breaks, meals, etc., and may only include times of worship in certain situations. Contact hours may include online or in person instructional hours.)

**\*\*CEU approval is contingent upon event meeting the ALLLM and GBHEM guidelines; upon any requirements added by the Center for Ministry being implemented; upon the approval the Office of Spiritual Leadership and RIM Council; upon any agreed-upon reports being sent to the Center for Ministry/OSL/RIM Council in a timely manner; and upon the Center for Ministry’s receipt of proof of your participation in this event within one month after the event.**

**POSTING:** Upon completion of your class and after you have turned in the full list of CEU qualifying participants, each participant’s People Portal (for MSUMC clergy) will be updated with the event and the CEU value. It is the responsibility of each participant to monitor People Portal for the addition of your event. Any errors may be reported to ministry@millsaps.edu.