**CEU Approval Application**

***For Individuals Seeking CEU Approval for A Non-CFM/MSAC Event***

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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 part of your Continuing Education plan at this time. Consider the following questions:   * In what ways do you hope this event will impact your ministry as a clergyperson? * In what ways will this event enrich your personal or spiritual well-being? * What interests, needs, or other factors led you to choose this educational opportunity? |  |
| **\***Number of Contact Hours In Person |  |
| \*Number of Contact Hours On Line |  |
| \*Number of hours of Asynchronous Participation |  |
| 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 any agreed-upon reports being sent to the Center for Ministry in a timely manner; and upon the Center for Ministry’s receipt of the certificate certifying your participation in this event within one month after the event.**

**POSTING:** Upon completion of reviewing your request, your Event will be listed in People Portal and will be listed as either Approved, Approved with Edits, or Rejected. Explanations for decisions can be found by selecting the event and reviewing the Messages Section associated with that entry. Monitoring People Portal is your way of checking the status of your Event.