



CONTINUING EDUCATION UNIT

INSTRUCTIONS: Complete the following:

1. FACILITY USE FORM

- a. If using FPCC facility, please fill out the Facility Use Form and reserve the room(s) needed.

2. PRESENTER FORMS.

- a. **PLEASE STATE SPECIFIC LEARNING OUTCOMES**
- b. **CONTACT INFORMATION** so that I may contact you regarding your room assignment, equipment, materials, etc.

3. PLEASE INCLUDE

- a. **BRIEF BIOGRAPHY ON THE PRESENTER.** This should include their name, title, and educational background.
- b. **AGENDA** and any other handouts for your event.
- c. **SIGN-IN SHEET** with the Title, Date and Location of the workshop or training.

4. PARTICIPANT REGISTRATION FORM.

- a. **PRIOR TO EVENT**, please type or print the Course Title, Location and Instructor. Copies can be made then distributed to all participants.

5. EVALUATION FORMS must be completed by all participants for each event.

PRIOR TO THE END OF THE EVENT, PLEASE REMIND ALL APRTICIPANTS TO COMPLETE THE EVALUATION FORM. COLLECT ALL FORMS.

CEU CERTIFICATES WILL BE MAILED **ONLY** TO PARTICIPANTS WHO COMPLETE REGISTRATION FORMS

IF POSSIBLE, SOMEONE WILL BE AT THE EVENT TO ASSIST WITH ALL OF THE FORMS.

CONTACT PERSON IS:

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