

REQUEST FORM FOR CEU APPROVAL

CEUs Awarded (ODL Staff Only): _____

If you attended continuing education that did not issue CEU credit, complete the following form and submit to the Continuing Education Coordinator. Attach a copy of the program brochure/agenda and/or your record of attendance and Email it to:

education@libraries.ok.gov **OR** fax request form and agenda with your name and library to **405-522-3326** **OR** mail it to:

Sadie Bruce, Continuing Education Coordinator
Office of Library Development
Oklahoma Department of Libraries
200 N.E. 18th St., Oklahoma City, OK 73105-3298

- A confirmation showing the number of CEUs awarded will be emailed to you.

Please print clearly

Name: _____

Email Address: _____

Library Name: _____

Name of program/conference: _____

Dates: _____ Sponsored by: _____

Location: _____

Please list, by title or a short description, each class or program attended with the actual time spent in each class **OR** provide an agenda with breakdown of time spent.

Title	Start of Class	Time Class Ended

How does this program relate to your current/future job responsibilities?

I hereby certify that the above information is true and correct to the best of my knowledge. I understand that any false statements may result in denial or revocation of the certification.

Applicant Signature

Date signed

TO THE APPLICANT: Confirmation Certificate should be saved. Send a copy of certificate with the Certification Renewal Form when renewing your certification.