

**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:

[wendy.gabrielson@libraries.ok.gov](mailto:wendy.gabrielson@libraries.ok.gov) **OR fax** request form and agenda with your name and library to **405-522-3326 OR mail** it to:

Wendy J. Noerdlinger, Continuing Education Coordinator  
Office of Library Development  
Oklahoma Department of Libraries  
200 N.E. 18<sup>th</sup> 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
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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.**