

**What are CEUs?**

Continuing education units are a way of quantifying training events that meet certain criteria. 10 hours of training equals 1 CEU. (Example: 6-hour training equals 0.6 CEUs)

**How can you earn CEUs?**

CEUs can be earned by attending an approved training. (Participants must attend at least 80% of the training to obtain CEUs for the training.) Training providers can offer CEUs if the training and the trainer have been approved by the University of Southern Maine's Continuing Education Office or if the training offered is Maine Roads to Quality Core Knowledge Training, which is administered by the Maine Roads Registry, and has already been approved by the Staff and Education Training Unit (SETU). *CEUs cannot be given for less than 3 hours of training.*

**Who should pursue CEUs?**

- Anyone in the field of early care and education,
- Anyone earning or renewing their Child Development Associate (CDA),
- Those seeking recertification in education, social work, etc.
- Those seeking in-depth training on specific topics.

\* CEUs are not transferable to academic/degree program credits.

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**For the Training Provider (Offering Approved or Elective Training/Conferences/etc.):**

**How do you apply for CEUs?**

**STEP 1 (Do this before the training)**

- Mail to Maine Roads your training information: Brochure or flyer with title, date(s), time(s), location, etc.
  - Indicate number of training contact hours. (Can write this right on brochure or flyer).
  - Mail to Maine Roads all resumes or summaries of instructor qualifications.
- (You should mail all this together; see address below).

Then, Maine Roads will apply for the CEUs for your training. This is the approval process.

The University of Southern Maine's Continuing Education Office will approve CEUs based on the following:

- The training is a USM Event or sponsored by a USM Department (MRTQ).
- Individual criteria is determined based on qualifications of presenters and content of specific workshops/seminars, including specific educational needs, having concise written learning outcomes, qualified instructional personnel, and appropriate content and instructional methods to meet the needs of the intended audience.

**STEP 2 (Do this during and after the training)**

- Include a CEU application form (See EXAMPLE attached) in all participants training packets or hand out to training participants to fill out to apply for CEUs. The fee is \$3.00 per person. **(This will go up to \$13.00 per person 7/1/07)**
- From these forms participants fill out, create an alphabetized list by last name, of participants name, address, **email address**, and social security number.
- Mail to Maine Roads the alphabetized list with the collected money. *Please make check payable to the University of Southern Maine.*

Then, Maine Roads will send this information and money in - along with your approval from above. USM's Continuing Education Office will issue the CEUs and mail them to participants directly.

**If you have any questions, please contact:**

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Maine Roads to Quality  
PO Box 15010 / 400 Congress Street  
Portland, ME 04112  
Toll Free: 1-888-900-0055 or 207-780-5832  
Fax: 207-780-5817  
Email: [asulliva@usm.maine.edu](mailto:asulliva@usm.maine.edu)

**CONTINUING EDUCATION UNITS (CEUs)  
APPLICATION FORM**

**[Name of Training:  
Dates:  
Location:]**

**[Agency Name Here]** has applied for Continuing Education Units (CEUs) with the University of Southern Maine, Office of Continuing Education. If you would like to receive CEUs, you must attend the entire training, complete this form, and pay \$3.00. (\$13.00 as of 7/1/07) Please make checks payable to: USM.

PLEASE PRINT CLEARLY

NAME \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

\_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

SOCIAL SECURITY NUMBER \_\_\_\_\_

*(Required for Processing)*

SIGNATURE \_\_\_\_\_