

**OFFICE OF WORKFORCE DEVELOPMENT AND TRAINING
CONTINUING EDUCATION UNIT (CEU) REQUEST FORM**

ORGANIZATION/AGENCY:	
Name:	
Address:	
Phone:	
Contact Person:	
E-mail:	
Title of Training Event:	
Date(s):	
Address/City/State:	
Learning Objective:	
Learning Objective:	
Learning Objective:	
Possible # CEU Hours to be Awarded:	
Estimated Number of Attendees:	
Signature:	Date:

Complete, sign/date, and submit this form along with ALL presenter's resumes, CVs and an event agenda, along with any marketing documents (brochures, flyers) to the Office of Workforce Development and Training (OWDT), 4 weeks prior to scheduled training event.

Total number of CEU hours awarded must be confirmed prior to advertising of event and OWDT staff will contact requester to confirm number of CEUs approved. Participants must attend all hours of training in order to receive a CEU certificate. The agenda determines the number of CEUs granted. The agenda must include: title, presenter(s), brief description for each session, and beginning and end times. Include additional page(s) of agenda or presentation content as needed.

OWDT must be listed as the sponsor of your training event, exact language provided on page 2.

At the conclusion of the event, within one week, submit

- a copy of the record of attendance (i.e. sign-in sheet, roster), and
- a copy of all completed training event evaluations, one per attendee

Documentation and forms submitted will be maintained on file by the OWDT for four years.

Submit completed form and all other requested documentation as outlined below to:

**Office of Workforce Development and
Training Behavioral Health
Administration, Voc. Rehab. Building
55 Wade Avenue
Catonsville, MD 21228**

Bolded statement below must be included on marketing material in order to maintain program integrity. You may modify font style below to fit your training materials.

**Sponsored by the Maryland Behavioral Health Administration's Office of
Workforce Development and Training.**

The Office of Workforce Development and Training is authorized by the Maryland Board of Professional Counselors and Therapists to sponsor continuing education programs for Category A CEU, the Maryland Board of Social Work Examiners to sponsor social work continuing education programs for Category I CEU, the State Board of Examiners of Psychologists and the Maryland Association of Prevention Professionals & Advocates to sponsor continuing education programs for CEU. Participants must attend all hours of the training and submit an evaluation to receive a certificate. The Office of Workforce Development and Training maintains full responsibility for this program.

Office of Workforce Development and Training Use Only

Reviewed by:

Date:

CEUs Granted:

Date Requester Notified:

Comments: