



# Request for Continuing Education Hours (CEHs) for an Recurring Event/ Course (rev. 7/2023)

*This form may only be completed by registered CEH Providers only who wish to host a recurring CEH event/course. Payment must be made prior to submission of this form. The course will not be reviewed until payment and form are received.*

## Payment Information (Fee was paid by)

Check #  or Online System

Found on emailed receipt.

## Sponsoring Organization Information

Name of Organization

## Contact Person Information

Your Name  Phone   
E-mail

## Course/Event Request Overview

Course/Event Title  Total # of CEHs Requested   
Start Date  Completion Date

Choose one in each column

- In-person only
- Online only
- Hybrid

- Synchronous/Live
- Asynchronous
- Hybrid

- Applicable skills or knowledge; **non-cueing**
- Cueing-specific**; but **not** primarily skill-based practice
- Cueing-specific** skill-based practice; Expressive or receptive skills and/or transliteration technique and may or may not include topics or knowledge.

## Course/ Event Information

**Description** | *Provide a brief overview of the course.*

**Audience (Role/ Level)** | *Identify the primary audience for this event by both role (e.g., parents) and skill/ knowledge level.*

**Learning Outcomes** | *List the learning objectives. What will attendees be able to do when the event/course is complete.*

**Learning Activities and Media** | *Describe what participants will do during the event or class to achieve the learning outcomes.*

**Assessment/ Evaluations** | *How will successful achievement of the learning outcomes be measured?*

**Relevance to Cued Language Transliteration** | *Describe specifically how this event/course relates to the CLT role.*

## Leader(s)/ Presenter(s) / Instructor(s) / Moderator(s) Information

**Instructor Biography** | Provide relevant qualifications for each lead leader/ presenter/ instructor / moderator.

## Instructional Hours Breakdown

Total # of Hours  
for Event

Total # of Direct  
Instructional Hours

*\*Direct instructional hours are defined as face-to-face, interactive contact with an instructor (may be delivered through teleconferencing). Direct hours do not include breaks, meals, or outside work.*

**Breakdown of CEH Request** | Please breakdown the total hours requested. Be sure to specify the number/kind/ duration of meetings and number/ kind/duration of any outside requirements (e.g., 2 hours of assigned readings/week x 4 weeks = 8 hours)

Additional paperwork or explanation may be submitted to supplement, but not replace, the fields of this form. Approval of CEHs applies to multiple occurrences of this event. CEH providers are required to notify the TECUnit in advance of each offering of this event. It is the responsibility of the requesting organization to report successful completion and number of hours awarded for each attendee seeking CEHs.