TECUnit

Request for Continuing Education Hours (CEHs) for an
Unsponsored Event/ Course

This form is to be completed by the individual, nationally certified cued language transliterator (CLT) who is seeking Continuing Education Hours (CEHs) for an event that is not already sponsored for TECUnit CEHs. Approved CEHs apply only to the applicant and require proof of successful completion and additional documentation. The $25 application fee must be received prior to consideration of approval and may be submitted by check (made payable to the TECUnit) or paid by credit card at www.tecunit.org.

Applicant Information

Your Name _____   CLTID _____

E-mail _____   Phone _____

alt. E-mail _____   alt. Phone _____

updated mailing address _____

If your mailing address changed and you wish to update it in our database, please enter the current information here. Otherwise, you may leave this section blank.

Event/Course Organizer Information

Name of Organization _____

Address _____

Website _____

Event url _____   *(if applicable)*

E-mail _____   Phone _____

Course/Event Request Overview

Course/Event Title _____   Total # of CEHs Requested _____

Start Date _____   Completion Date _____   *Check this box only if you are an instructor/ moderator/ presenter for this event.*

For Office Use Only

Course/ Event Information

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

Learning Outcomes | *List the learning objectives exactly as devised by the event's presenter(s)/instructor(s).*

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

Learning Activities and Media | *Describe the tasks participants will complete to achieve the learning outcomes.*

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

Relevance to Cued Language Transliteration | *Describe specifically how you expect this course/event to relate to your practice.*

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

Instructor Biography | *Provide relevant qualifications for each **lead** facilitator/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, contact with an instructor (may be delivered through teleconferencing or video recording). Direct hours do not include breaks or meals.

Breakdown of CEHs Requested | *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). Do not include breaks or meals in your calculation of total CEHs requested.*

*Additional paperwork may be submitted to supplement, **but not replace**, the fields of this form. Forms with any incomplete fields will not be reviewed and returned to the applicant to resubmit. Return this completed form and any accompanying documents to info@tecunit.org.*

It is the responsibility of the applicant to contact the host organization and/or instructor to ensure that the information in this application is complete and accurate. If approved, the applicant must successfully complete the course according to all course requirements to earn CEHs. Partial CEHs will not be granted for coursework that is not successfully completed according to the specifications of the host organization. The applicant must submit appropriate documentation demonstrating successful completion (e.g., certificate of completion, transcript, etc.) according to the timelines defined by the policies and procedures of the Certification Maintenance Program.