



CEU Reporting Form

Name: _____ StudentID*: _____

Address: _____ City: _____ Zip: _____

Phone: _____ E-Mail: _____

Student's Responsibility:

1. Register for CEU class. This one fee will cover all the classes you take during the same quarter. The class fee of \$15 is due at the time of registration.
2. Complete this form (everything above the line) including the Course Title, Item Number, Start/End Dates and instructor name. *The hours and # of CEUs earned will be completed by instructor and CEU administrator.*
3. Obtain the instructor's signature on this form on the last day of class.
4. Return the completed form to: Continuing Education, North Seattle College, 9600 College Way North, Seattle, WA 98103 or **by email: conted@seattlecolleges.edu (preferred)**
5. CEU Administrator will sign the form and award you the number of CEUs earned.
6. Form must be turned in **within 30 days of the last class** to be processed.
7. Please allow 2-3 business days for processing. We cannot do same day processing for CEU certificate.

Please Note: CEUs are calculated based on hours of attendance/participation. If you miss a session or do not participate in class, those hours are deducted from your total credits earned.

Course Title*	Item* Number	Start/End Dates*	Day of week and Course times*	Instructor name*

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 I attest to the accuracy of the information above. This student **attended and participated** in the course above and should be awarded the hours indicated below. (CEUs will be calculated by CE office)

Instructor Signature: _____ Date: _____

Hours earned based upon attendance and participation: _____ (CE Office) CEUs: _____

Instructor Signature: _____ Date: _____

Hours earned based upon attendance and participation: _____ (CE Office) CEUs: _____

CEU Administrator Signature: _____ Date: _____

**This information can be found in confirmation registration email and/or receipt.*