

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

ORGANIZATION/AGENCY:	
Name:	
Address:	
Phone:	
Contact Person:	E-mail:
TRAINING EVENT INFORMATION:	
Title:	
Overview:	
Learning Objectives:	
Date(s):	
Address:	
Estimated Number of Attendees:	
Total #CEUs Requested:	
(1 CEU awarded for every 1 hour of face-to-face instruction)	
Signature:	Date:
<p>Complete, sign/date, and submit both pages of this form along with all presenter’s resumes/CVs and any other requested documents to the Office of Workforce Development and Training (OWDT), 4 weeks prior to scheduled training event, to confirm CEU award approval.</p> <p>OWDT staff will contact requester to confirm actual number of CEUs approved. Please do not advertise CEUs to be awarded until receipt of confirmation. OWDT must be listed as a co-sponsor of your training event. See BHA – OWDT CEU Request – Form B for exact language to be used on event materials.</p> <p>Submit completed form and all other requested documentation as outlined below to:</p> <p style="text-align: center;">Office of Workforce Development and Training, Behavioral Health Administration, Voc. Rehab. Building 55 Wade Avenue Catonsville, MD 21228</p> <p>At the conclusion of the event, within one week, submit</p> <ul style="list-style-type: none">• a copy of the record of attendance (i.e. sign-in sheet, roster), and• a copy of all completed training event evaluations. <p>Documentation and forms submitted shall be maintained on file by the OWDT for a minimum of six years. Forms, resumes/CVs, records of attendance and evaluations may also be faxed to 410-402-8604. For additional information, contact the OWDT at 410-402-8575.</p>	
BHA-OWDT CEU Request – Form A (Rev 11/2014)	

AGENDA: The agenda determines the number of CEUs granted. The agenda must include: title, presenter, and description for each session, and beginning and end times. Include additional pages of agenda content as needed.

1) **Title:**

2) **Presenter:**

3) **Description:**

4) **Time frame (i.e.) 10 AM - 11:30 AM:**

1) **Title:**

2) **Presenter:**

3) **Description:**

4) **Time frame (i.e.) 10 AM - 11:30 AM:**

1) **Title:**

2) **Presenter:**

3) **Description:**

4) **Time frame (i.e.) 10 AM - 11:30 AM:**