



DIVISION OF  
CONTINUING EDUCATION  
**Center for Conferences**

## Continuing Education Unit Registration Card Instructions

### Instructions

1. To ensure accurate records are kept, please provide all of the information requested on your CEU Card. Incomplete cards will be returned to the owner or discarded if a mailing address or email are not provided.
2. Include your name, your organization, and your address. Please indicate which address you are providing.
3. Your email address is required to process your CEU.
4. Include the Program Title and Dates.
5. If you do not attend the entire program, please list days of attendance or hours of attendance in the Program/Course Date section.

### Return completed cards with payment by mail or email to:

Center for Conferences  
250 Continuing Education Facility  
Iowa City, IA 52242-0907  
conferences@uiowa.edu

### Payment of \$10 per person

\*If CEU's were included in your conference registration payment, please submit your card directly to your program coordinator, as you will not need to submit the \$10 fee.

Cash enclosed       Check enclosed (made payable to The Center for Conferences)

Master Card       Visa       Discover

Credit Card Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Exp. Date \_\_\_\_\_

Name on Card \_\_\_\_\_ 3 Digit Code \_\_\_\_\_

Billing Address \_\_\_\_\_ Zip Code \_\_\_\_\_

### Contact Us

Please contact our office with questions at 319-335-4141 or [conferences@uiowa.edu](mailto:conferences@uiowa.edu). Please direct your questions to the CEU Manager.

