

Name: _____

Address: Home Business Other Daytime Phone: _____

Street: _____

City: _____ State: _____ Zip: _____

Email (REQUIRED): _____

Course/Program Title: _____

Course/Program Date(s): _____

Dates of Attendance: _____ Hours of Attendance: _____

I certify that I attended the course as indicated above.

Signature: _____

*Please complete this CEU card and submit it to the Center for Conferences after completing your course.

FOR OFFICE USE ONLY

Program Number

Program Title

CEUs Earned

Authorized By

Date Processed

We hope your enrollment in this University of Iowa approved CEU program has been beneficial and helpful.

This registration card needs to be filled out completely so we can record your participation, award the appropriate CEUs, and maintain a permanent record of all CEU programs you have completed through The University of Iowa.

Some points of clarification:

- Your email address is required to process your CEU. Our primary method of contacting you will be through your email. Your CEU Certificate will be sent electronically to the email address you provide unless otherwise indicated by your program coordinator.
- Your phone number & street address provide cross checks in our system & give us a secondary contact method if a problem arises.

Your CEU Card should be returned, along with your \$10 CEU payment, to the address found below. If CEU fees were included in your conference/course registration payment, please submit your card directly to your program coordinator, as you will not need to submit the \$10 fee.

Thank you—we need your help to ensure your CEU records are accurate and current.

Should you wish to contact us, please write or call:

Center for Conferences

The University of Iowa

250 Continuing Education Facility

Iowa City, IA, 52242

Phone: 319-335-4141 or 1-800-551-9029

Email: conferences@uiowa.edu

www.centerforconferences.com

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The University of Iowa prohibits discrimination in employment, educational programs, and activities on the basis of race, national origin, color, creed, religion, sex, age, disability, veteran status, sexual orientation, gender identity, or associational preference. The University also affirms its commitment to providing equal opportunities and equal access to University facilities. For additional information on nondiscrimination policies, contact the Office of Equal Opportunity and Diversity (319-335-0705): <http://www.uiowa.edu/~our/opmanual/ii/06.htm>.

Individuals with disabilities are encouraged to attend all University of Iowa-sponsored events. If you are a person with a disability who requires a reasonable accommodation in order to participate in this program, please contact the Center for Conferences in advance at 319-335-4141.

The University of Iowa requests this information for the purpose of processing your CEU. No persons outside the University of Iowa are routinely provided this information. The items of requested information which are marked “optional” are optional; all other items of requested information are required. If you fail to provide the requested information, the University may decide not to process your CEU.