

**COVER SHEET: 2024 UNITED Conference CEU Documentation Form**

**DIRECTIONS:**

To submit documentation and receive a registration link for CEUs through SPU, complete the following:

**1. Conference Attendance Log**

A. This document verifies your attendance at the conference sessions. Record complete information for each session you've attended and obtain the speaker's signature to verify your attendance.

B. If, during a few of your sessions, you cannot access the speaker and are unable to obtain a signature, please provide a 2-3 sentence synopsis in your own words summarizing the conference session. Type or neatly write this directly on the log document.

*Please ensure your submission is neat and legible. We recommend making a photocopy first for your records.*

**2. Cover Sheet (this document)**

A. Submit this cover sheet and include it as the top page of your document. Ensure you have filled out all information requested below.

**SUBMISSION DEADLINE: 7/31/24 (no late submissions will be accepted)**

Submit all required documents to Dr. Jenn Brown, Associate Director for the Center for Professional Education. Submission guidelines can be found at [ce.spu.edu/united](http://ce.spu.edu/united). You must submit via email. No late submissions will be accepted.

Email: [Wilsonj17@spu.edu](mailto:Wilsonj17@spu.edu)

**Remember to review submission guidelines at [ce.spu.edu/united](http://ce.spu.edu/united)**

**WRITE NEATLY OR TYPE: Illegible forms will result in our inability to contact you with the registration link**

**COMPLETE THIS DOCUMENT AND SUBMIT IT AS PAGE 1 OF YOUR SUBMISSION**

Participant's First and Last Name: \_\_\_\_\_

Contact email address: \_\_\_\_\_

Phone number: \_\_\_\_\_

I'm applying for: \_\_\_ 14 Clock Hours

Participant's Signature: \_\_\_\_\_

*By signing, you verify that the information on this documentation form is complete and accurate.*

*Review submission guidelines at [ce.spu.edu](http://ce.spu.edu)*

Session name and date	Session Length (e.g. 45 min)	Session leader's signature or session synopsis

