

CEU Partner Expectations

We are looking forward to partnering with your organization to offer CEUs for your event upon approval. Please read the list of partner expectations below, and then click the “I agree” box on the CEU request form.

- CEU Certificates cost your learners \$25 per certificate. If your organization would like to cover that cost for learners, the price to the learners would be \$0 and then your organization would be invoiced based on the number of certificates awarded.
- CEU partners are required to pay an administrative fee of \$100 per event. This cost covers the administrative work and content review required to set up and approve your event. During the request process, you will be charged the \$100, assuming approval of event. If your event is declined, you would be refunded the full \$100. If your event is cancelled or no one attends, you will not be refunded.
- All event information provided (number of hours of learning, learning objectives, activities, dates) is subject to review to ensure validity and integrity of the event.
- Upon approval and set up of your CEUs, a CEU Instruction Document will be provided to you to distribute to your learners that will walk them through how to get their CEU certificate. You may only distribute the CEU Instruction Document to eligible learners who have completed all course or workshop requirements in their entirety.
- You will receive a small marketing package that consists of the Loyola ASPIRE logo and some verbiage and guidelines you can use to advertise the opportunity. We ask that you adhere to these guidelines to help us maintain brand consistency.
- Participants have one month from the day of the event to retrieve their CEU certificate from Loyola ASPIRE.