

# CEU Request Process

Thank you for requesting to offer CEUs to your participants for your learning experience! To make this process smooth and simple, please review the CEU request process described below.



**FILL OUT [CEU REQUEST FORM](#)** with the information about your learning experience (workshop, conference, course, etc.). Fill out a separate request for each event.

- When you request CEUs, you will pay the \$100 Administrative Fee per event that covers the cost of set up. If for some reason your request is denied, you will be refunded the \$100.
- After the form has been submitted, we will have the content reviewed by a Subject Matter Expert to be sure we can offer CEUs for it.

Upon **APPROVAL** of content, you will receive an email from us letting you know it has been approved. After that, we will set up the CEU pages.

- Once the pages are set up, we will send you an email with the page link, an example copy of your CEU certificate, and a CEU Instruction Document that you can distribute to participants. This document will walk them through how to get their CEU credit through Loyola. *It is very important that you wait to distribute these instructions until the event has concluded, and only to eligible participants who have met the requirements/participation hours.*

Once the CEUs are set up, you may **ADVERTISE CEU OPPORTUNITY** to your intended audience. We will provide you with some marketing materials you can use to promote the opportunity most effectively.

**HOST YOUR EVENT.** We hope it goes wonderfully!

After the event concludes, it's time to **AWARD CEUs**. Distribute the CEU Instruction Document to your eligible participants. This will walk them through the very simple process of getting their CEU certificate through Loyola ASPIRE. They have one month from the day of the event to get their certificates.