

CEU Cost Structure for Providers

Application Review: \$10 fee

CEU Processing: \$49 set-up fee + \$20 per participant

(Usually executed with private CEU events)

- CEU Staff Responsibilities
 - Set up the Event on Learning Stream – No posting
 - Enter participants manually
 - Send evaluations
 - Process CEUs
- Provider Responsibilities
 - Arrange and manage presenter/facilitator fees, communication, and any other related logistics
 - Provide all information requested by CEU Staff
 - Manage registration: must have **first and last name, email, and license number** (if applicable)
 - Track Attendance
 - Send registration information and attendance to CEU Staff within **3 business days after the event**

Registration Management, CEU Processing: \$49 set-up fee + \$146 registration management fee

- CEU Staff Responsibilities
 - Set up the Event on Learning Stream
 - Post event to Learning Stream (CEU offerings list)
 - Market via email and Continuing Ed Facebook Page *(Must have proposal submitted **at least 45 days before event date for guaranteed marketing supports**)*
 - Manage participant registration, communication, and any other related logistics
 - Provide participant registration updates
 - Send evaluations
 - Process CEUs
- Provider Responsibilities
 - Arrange and manage presenter/facilitator fees, communication, and any other related logistics
 - Find training space (if applicable)
 - Provide all information requested by CEU Staff
 - Track Attendance
 - Send attendance to CEU Staff within **3 business days after the event**

Registration and Event Logistics Management, CEU Processing (Virtual/Online): \$49 set-up fee + \$147 registration management fee + \$49 per event hour

(Events lasting more than 1-day will have additional fees)

- CEU Staff Responsibilities
 - Set up the Event on Learning Stream
 - Post event to Learning Stream (CEU offerings list)

- Market via email and Continuing Ed Facebook Page (*Must have proposal submitted at least 45 days before event date for guaranteed marketing supports*)
- Manage participant registration, communication, and any other related logistics
- Set up Zoom/Teams link
- Provide participant registration updates
- Attend to track attendance and support provider
- Send evaluations
- Process CEUs
- Provider Responsibilities
 - Arrange and manage presenter/facilitator fees, communication, and any other related logistics
 - Provide all information requested by CEU Staff

Registration and Event Logistics Management, CEU Processing (In-Person): \$49 set-up fee + \$147 registration management fee + \$55 per event hour

(Events lasting more than 1-day will have additional fees)

- CEU Staff Responsibilities
 - Set up the Event on Learning Stream
 - Post event to Learning Stream (CEU offerings list)
 - Market via email and Continuing Ed Facebook Page (*Must have proposal submitted at least 45 days before event date for guaranteed marketing supports*)
 - Manage participant registration, communication, and any other related logistics
 - Provide participant registration updates
 - Attend to track attendance and support provider
 - **Arrive 30 minutes before** the start of the event for set-up supports
 - Send evaluations
 - Process CEUs
- Provider Responsibilities
 - Arrange and manage presenter/facilitator fees, communication, and any other related logistics
 - Provide all information requested by CEU Staff
 - Find training space
 - **Arrive 30 minutes before** the start of the event for set-up supports

Registration and Event Logistics Management, CEU Processing (Hybrid/Live-Stream Option): \$49 set-up fee + \$147 registration management fee + \$55 per event hour

(Events lasting more than 1-day will have additional fees)

- CEU Staff Responsibilities
 - Review Proposal
 - Set up the Event on Learning Stream
 - Post event to Learning Stream (CEU offerings listing)
 - Market via email and Continuing Ed Facebook Page (*Must have proposal submitted at least 45 days before event date for guaranteed marketing supports*)
 - Manage participant registration, communication, and any other related logistics

- Set up Zoom/Teams link
- Provide participant registration updates
- Attend to manage technology, track attendance and support provider
- **Arrive 30 minutes before** the start of the event for set-up supports
- Send evaluations
- Process CEUs
- Provider Responsibilities
 - Find training space
 - Arrange and manage presenter/facilitator fees, communication, and any other related logistics
 - Provide all information requested by CEU Staff
 - **Arrive 30 minutes before** the start of the event for set-up supports

Additional Fees

- Assistance finding training space: \$49 per hour
Provider manages and pays fees associated with training space
- Assistance finding a presenter/facilitator: \$49 per hour
Provider manages and pays fees associated with presenter/facilitator