

## **FLAEYC CONTINUING EDUCATION UNITS (CEU) SERVICES PROGRAM**

FLAEYC is pleased to provide Continuing Education Units (CEU) for workshops and conferences. We process participant forms, perform the record keeping, and issue certificates in a timely manner. Each attendee may choose to purchase CEU's for the courses in which they participate or, if they are FLAEYC members, they may apply for the CEU's at no cost. However, only workshops and conferences sponsored by FLAEYC, or an affiliated Chapter, will qualify members to get CEU's for free. The advertising paperwork must have this information posted in order to be eligible. FLAEYC follows the guidelines and standards of the Council for Professional Development, and has been accepted by the state of Florida as a CEU provider. Our CEU's have validity and are awarded for high quality educational opportunities.

### **CEU Online Set-up Process:**

For all CEU eligible courses, workshop series, or conferences the sponsoring agency will pay for the online set up. There is no participant paperwork or collection of fees by the agency. The only information needed after the course is completed is a listing of all participants who successfully completed the course(s).

Each attendee who desires a CEU will be directed to a specific link on the CVENT Website where they can complete the required questions and then pay for their CEU through our online payment system. Before a certificate is emailed to the attendee, the agency must provide us with verification that the person attended the event. Then, FLAEYC will email the certificate to the email address provided by the attendee.

### **Training Event Set-up Costs for Sponsoring Agency**

<b>Type of Event</b>	<b>Set-up Fee</b>
One Workshop: 1 session, 1 presenter, given once	\$25.00
Workshop Series: numerous sessions over a period of time, all under the same title/topic	\$50.00
Half-day Conference with 2 or more sessions	\$50.00
One-day Conference with 2 or more sessions	\$100.00
Multi-day Conference with multiple sessions	\$150.00

Example: ABC Learning Inc. holds a one-day conference with multiple sessions and offers CEU certificates for attendees, for a total of 10 training hours. ABC Learning Inc.'s cost is \$100.00 for the event set-up with FLAEYC.

Please note: We ask that you provide all required documentation to us at least 4 weeks prior to the start date of your training event to ensure we are able to complete the online set-up process.

**Cost of CEU's for Event Attendees**

<b>Type of Event</b>	<b>Cost for CEU's</b>	<b>Cost for each 1 training hour over the minimum for an additional .1 CEU</b>	<b>Service Fee</b>
One Workshop: 1 topic and 1 presenter- <i>based on 1-5 training hours</i>	\$10.00	\$1.00	\$8.00
Workshop Series: numerous sessions over a period of time, all under the same title/topic- <i>based on minimum of 10 training hours</i>	\$15.00	\$1.00	\$8.00
Half-day Conference with 2 or more sessions- <i>based on minimum of 5 training hours</i>	\$10.00	\$1.00	\$8.00
One-day Conference with 4 or more sessions- <i>based on minimum of 10 training hours</i>	\$15.00	\$1.00	\$8.00
Multi-day Conference with multiple sessions- <i>based on minimum of 15 training hours</i>	\$25.00	\$1.00	\$8.00

Example: Pam Jones attended ABC Learning Inc.'s one-day conference and completed the online questions to earn her certificate for 1 CEU, which is equivalent to 10 training hours. Pam's total cost would be \$23.00: \$15.00 for the 10 training hours, and \$8.00 for the service fee.

For more information, please contact Samantha Zadikow at [ceuinfo@flaeyc.org](mailto:ceuinfo@flaeyc.org) or by telephone at 850-591-4083.