

Many Agencies and Presenters know that the Florida Association for the Education of Young Children provides Continuing Education Units (CEU) for workshops and conferences. We process participant forms, do the record keeping, and issue of certificates in a timely manner. Each attendee purchases CEUs. Only workshops and conferences sponsored by FLAEYC or a affiliated Chapters qualify for members to get CEUs free. The advertising paperwork must have this information posted to be eligible.

FLAEYC follows all the guidelines and standards of the Council for Professional Development, and has been accepted by the state of Florida as a CEU provider. Our CEUs have validity and are awarded for high quality educational opportunities. Forms and questionnaires were updated in 2017.

- All CEU Design Forms must be approved to assure fidelity of implementation and level of content provided to participants represented evidenced based practices in the field of early care and education.
- All trainings require a ten question multiple choice assessment survey to assess participants demonstrated gain in knowledge. These questions will be loaded into an electronic survey to assure valid and reliable assessment implementation. CEUs will not be awarded to training participants who do not complete the required assessment of instruction.

Charges for CEUs

- Each person attending must pay for CEUs. FLAEYC members get free CEUs **only** when FLAEYC or a local affiliate or community chapter is advertised as sponsoring the event or training.
- CEUs Course, Workshop, Series or Conference Charges: The Agency will pay for the online set up. There is no participant paperwork or collection of fees by the agency. FLAEYC will host the online system, will collect money, insert all the information necessary for records, record assessment of instruction, and generate a report of success rate back to the agency. The agency must verify that the person attended the event. Then, FLAEYC will email certificates. FLAEYC does the majority of the work!
 - Workshops with one topic, 1 presenter, given once or over a period of time are \$25 for set up. The attendee will pay \$10 for the first 5 hours and \$1 an hour for additional educational time plus an \$8 service charge. The Sponsoring Agency complete the *CEU Program Design Form*
 - Workshops series (with numerous topics offered over a period of time, put under one title i.e. January trainings, VPK Training Track) are \$50 for set up. The attendee will be charged \$15 for the first 5 hours and \$1 an hour for additional educational time plus an \$8 service charge. The sponsoring agency completes the *CEU Conference or Workshop Series Setup Form*

- Half day conference that have 2 or more sessions are \$50 for set up. The attendee will be charged \$15 for the first 5 hours and \$1 an hour for additional educational time plus an \$8 service charge. The sponsoring agency completes the *CEU Conference or Workshop Series Setup Form*
- One day conferences that have 2 or more topics are \$100 for set up. The attendee will be charged \$15 for the first 5 hours and \$1 an hour for additional educational time plus an \$8 service charge. The sponsoring agency completes the *CEU Conference or Workshop Series Setup Form*
- Two day conferences will be \$150. The attendee will pay \$30 plus an \$8 service charge. The sponsoring agency completes the *CEU Conference or Workshop Series Setup Form*

Visit the Website at <http://flaeyc.org/ceus/> Here you will find all the required documentation to complete your request. Once you have completed the required paperwork. Please submit to ceuinfo@flaeyc.org

Once again, thank you for using the Florida Association for the Education of Young Children's CEU service. Our goal is to make CEUs more accessible for providers of early care and education professionals throughout the state, as well as to make the process easier for both your organization and the FLAEOYC office. Please call 813-878-9973 if you have questions.



Sponsoring Agency Letter Request

Include this form with each Sponsoring Agency CEU request

- Provide the following required forms:
 - Complete the *CEU Program Design form* OR the *CEU Conference and Workshop Series forms*
 - Complete a Presenter’s Form for each presenter
 - Include a copy of each Presenter’s resume
 - Send a copy of the flyer or advertisement used for the training
- E-mail to ceuinfo@flaeyc.org
- Provide payment method for all participants in each educational offering must be included. No certificates are mailed until the correct payment has been received. See above to calculate charges. Please make the check payable to FLAEYC.

Method of Payment	<input type="checkbox"/> <input type="checkbox"/> Check	<input type="checkbox"/> Charge
Amount of Payment		
Name Agency		
Name of Contact Person		
Phone of Contact Person		
Complete Credit Card Information:		Office Use Only:
<input type="checkbox"/> <input type="checkbox"/> Mastercard <input type="checkbox"/> <input type="checkbox"/> Visa <input type="checkbox"/> <input type="checkbox"/> American Express		Postmark Date: _____
Account # _____		Correct Amt Pd? _____
Authorization Code ___ 3 digit code on back of card		Pay Ref # _____
		Processed By _____
Name on Card _____		
Card Billing Address _____		
Card Zip Code _____ Card Expiration Date _____		