



CONTINUING EDUCATION UNITS

Meeting Professionals International offers Continuing Education Units (CEUs) to recognize and record satisfactory participation in noncredit educational programs. One Continuing Education Unit is awarded for each 10 hours of instruction. When calculating the number of CEUs for a course, divide the number of session hours by ten. For example, a three-hour program converts to .3 CEUs. **To qualify as a source of CEUs, a course cannot be less than one hour in length.**

*Note: When a course is at least 50 minutes, it may be counted as a whole hour. Any course between 30 and 49 minutes must be counted as 30 minutes. Any course less than 30 minutes cannot be counted.

So that we may properly record your earned CEUs for this program, please complete the form below. Forms must be returned to the chapter education/program chair within 30 days after the completion of this program to be considered for credit. **Forms submitted after 30 days will not be accepted for credit.**

Title of Program:

Program Dates(s):

Full Name:

Member Number:

Place of Business:

Address:

City:

State/Province

Zip/Postal Code

Phone:

Fax:

This signature confirms my full participation in the program named above.

Participant signature

This certifies that the above named participant has been awarded _____ Continuing Education Unit(s) for completion of this program.

Education/program chair (or other authorized/designated chapter member)

***Forward completed form to: Pam Peterson, Iowa Bankers Association, PO Box 6200,
Johnston, IA 50131 or Fax to: (515) 280-4140***