



### CEU Reporting Form

Name: \_\_\_\_\_ Student Identification # (if you know it): \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

**Student's Responsibility:**

1. Register for CEU class. This one fee will cover all the classes you take during the same quarter. The class fee of \$15 is due at the time of registration.
2. Complete this form with the Course Title, Item Number, Start/End Dates, and Total Hours. The # of CEUs earned will be completed by CEU Administrator.
3. Obtain the instructor's signature on this form on the last day of class.
4. Return the completed form to: Continuing Education, North Seattle College, 9600 College Way North, Seattle, WA 98103.
5. CEU Administrator will sign the form and award you the number of CEUs earned by mailing you a letter to your home address.
6. Form must be turned in **within 30 days of the last class** to be processed.

**Please Note:** To be awarded CEUs, you must attend all class sessions and pay the \$15 fee for class #7390 in advance for the administration of CEUs.

| Course Title | Item Number | Start/End Dates | Day of week and Course times | Hours Attended | # of CEUs Earned (completed by CE Office) |
|--------------|-------------|-----------------|------------------------------|----------------|---|
|              |             |                 |                              |                |   |
|              |             |                 |                              |                |   |

I attest to the accuracy of the information above. This student attended all class sessions and has satisfactorily completed this course.

Instructor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name of Instructor: \_\_\_\_\_

CEU Administrator Signature: \_\_\_\_\_ Date: \_\_\_\_\_