



Instructions for Completing Continuing Education Forms

Center for Leadership Executive Programs

Before you complete the Center for Leadership Executive Program Form (found below), consider the following:

Benefits eligible employees who work 1,000+ a year may qualify to attend continuing education programs funded by the Office of Human Resources with their supervisors' approval. In order to qualify for continuing education funds, these programs must be approved for Continuing Education Units (CEUs) or Certified Professional Education (CPEs).

Please print a copy of this form, complete the applicable sections, and send the form to the Office of Human Resources, St. Mary's Hall +1649.

For a full day the total cost would be \$897 (\$448.50 paid by department and \$448.50 paid by HR); half day cost would be \$598 (\$299 paid by department and \$299 paid by HR).

Please contact the Center for Leadership that is sponsoring the program for cancellation/substitution requirements.

Please contact Alex Polzella, Learning & Development Manager, at x9-4895 or polzellaa1@ udayton.edu with general questions about continuing education at UD.

UNIVERSITY OF DAYTON
OFFICE OF HUMAN RESOURCES

APPLICATION FOR CONTINUING EDUCATION FUNDS
CENTER FOR LEADERSHIP EXECUTIVE PROGRAM

Program	Total Cost	Program date(s)
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Employee's Name	University ID
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Department	+4 Zip
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Employee Signature	Campus Phone	Date
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CHARGE TO

Date	Index/Expenditure Account	Amount	Supervisor Signature
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Department/Division Budget Manager

CREDIT TO: *(Human Resources will complete)*

91592/7390	Amount
Account/ Subaccount	