

# Instructions for Completing Continuing Education Forms

## General Form

Before you complete the General 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 the *appropriate* continuing education form, complete the applicable sections, and send the form to the Office of Human Resources, St. Mary's Hall +1649.

- A. **Application for Continuing Education Funds - General Form** – use this form for all continuing education programs *except* for Executive and Emerging Leader programs.
- B. **Application for Continuing Education Funds – Executive Program** – use this form for Executive programs. Please be aware that the form may be completed for either the full-day or the half-day option.
- C. **Application for Continuing Education Funds – Emerging Leader Program** – use this form for *individual* Emerging Leader sessions.

Please contact the appropriate office/department that is sponsoring the program for cancellation/substitution requirements.

Please contact Celine O'Neill at x9-4895 or coneill1@ udayton.edu with general questions about continuing education at UD.

**UNIVERSITY OF DAYTON**  
OFFICE OF HUMAN RESOURCES

APPLICATION FOR CONTINUING EDUCATION FUNDS  
**GENERAL FORM**

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

**CHARGE TO (for use by Human Resources and participant's supervisor):**

Date	Index/ Expenditure Account	Amount (up to \$300/day)	Human Resources
Date	Index/ Expenditure Account	Amount (remainder of program cost)	Authorized signature, Title

**CREDIT (for use by program coordinator):**

Date	Index/ Expenditure Account	Amount	Program Coordinator
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**DISTRIBUTION: 1 – Program Coordinator; 1 – Comptroller; 1 – Human Resources**