

Minnesota Recreation and Park Association Individual Continuing Education Unit (CEU) Form



Important! This form must be completed for each session to be considered for CEU approval.

Session Title: _____

Session Date: _____

Session Time: _____

Number of Contact Hours: Enter the Total Time for the Session (circle): 1 hour and 15 minutes, or power session

Please note National Recreation and Park Association CEU guidelines state that for a session to be considered for a CEU, the session must be 1 hour and 15 minutes in length. The MRPA CEU Committee follows the time length guidelines set forth by NRPA.

NEW COMPETENCIES TO BE ACHIEVED

You must have a minimum of three (3) competencies to be achieved for each session. Each competency must begin with the statement "The participant will" and you need to use one of the following descriptive words: count, define, describe, identify, list, name, outline, quote, ready, recall, recognize, reproduce, state, write, discuss, give, estimate, examples, predict, and summarize. Example: "The participant will define the 5 steps in the TR process."

• Competency 1: _____

• Competency 2: _____

• Competency 3: _____

DESCRIBE PRESENTATION STYLE

Panel Discussion, Lecture, Workshop, Other: _____

INSTRUCTOR QUALIFICATIONS

Please List Qualifications or Attach Resume: _____

EVALUATION PROCEDURES

All evaluation tools must accompany the CEU application.

• Participant – Enter the method for which the participant will evaluate this session. _____

The participant will complete a session evaluation form. _____

• Speaker / Presenter(s) – Enter the method for which the speaker will evaluate his/her experience. _____

The speaker will complete an audience evaluation form. _____

CERTIFICATE/CEU FORM TO BE AWARDED

Forms must accompany the CEU form. MRPA will have these forms on file.