



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 #7390. 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	Total Course Hours	# of CEUs Earned (completed by CEU Administrator)

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: _____

