

Program # \_\_\_\_\_  
(For Staff Use Only)

## SPONSORING DEPARTMENT/AGENCY

Name of Department / Agency \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone Number \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email Address \_\_\_\_\_

## COURSE INFORMATION

Program Title \_\_\_\_\_

Program Instructor(s) \_\_\_\_\_

Date Program Begins \_\_\_\_\_ Date Program Ends \_\_\_\_\_ Time(s) \_\_\_\_\_

Program Location \_\_\_\_\_

Total Contact Hours \_\_\_\_\_ Number of CEUs requested (1 CEU = 10 contact hours) \_\_\_\_\_

Anticipated Number of Participants \_\_\_\_\_

## ADDITIONAL INFORMATION

Has this course been previously approved by the University of Maine?

YES

NO

Please provide a brief description of the course along with its objectives

If no, please provide the following info separately:

Detailed documentation of:

- Goals and objectives
- Assessment and evaluation methods
- Instructor qualifications

Please complete and return with the \$50.00 application fee. Payment must be submitted with the application. UMaine Departments may submit an IDO.

Check Enclosed (please make payable to the University of Maine) Check # \_\_\_\_\_

Online Payment

**Mail to:** Division of Lifelong Learning, University of Maine, 15 Estabrooke Dr., Rm 435, Orono ME 04469

**Phone:** 207.581.4890 **Fax:** 207.581.3141 **Email:** um.continuinged@maine.edu **Website:** dll.umaine.edu/continuing-education-units/

## FOR OFFICE USE ONLY

Approval Granted for \_\_\_\_\_ Units Approved By \_\_\_\_\_ Date \_\_\_\_\_