

CAL POLY CONTINUING EDUCATION

Request for Record of Continuing Education Units (CEUs)

A Continuing Education Unit (CEU) represents ten contact hours of instruction. A \$4 processing fee is required to obtain a record of CEUs, plus \$2 for each additional record ordered at the same time. Please allow five to seven business days for processing.

Name _____ Date _____

Birth Date _____

Address _____

City _____ ST _____ Zip _____

Business/Message Phone _____ Home Phone _____

Number of records to be sent to address listed above: _____

Number of records to be sent to additional address: _____

Additional Address:

Address _____

City _____ ST _____ Zip _____

Signature (required) _____ **Date** _____

Payment Method:

Visa MasterCard Purchase Order Check (make payable to Cal Poly Continuing Education)

Account Number _____ Exp. Date _____

Signature _____ Date _____

Name of Cardholder _____ Amt. Paid _____

Send your completed form to:

Cal Poly Continuing Education

California Polytechnic State University

San Luis Obispo, CA 93407

Fax to: 805-756-5933

FOR OFFICE USE ONLY

Quarter: Fall Winter Spring Summer Year _____ Payment: CrC CK PO Billing State Cashier

Batch# _____ Amount _____ Reg. Date _____ By _____

Notes _____