Oklahoma Department of Agriculture, Food and Forestry

Instructions for Completing ODAFF "CEU Request "Application

Please read all instructions before you submit your request application. If you have questions please contact Ryan Williams at (405) 522-5993 or Debbie Mandrell at (405) 522-5949.

To receive CEU credits you <u>MUST</u> fill out a CEU Request Application. You must fill out sponsor information and course information. You must also fill out the presentation information for each presentation presented.

<u>Sponsor and Course Information</u> (CPS Form-CEU-1)

Sponsor Name. Enter the name of the group or entity conducting the workshop.

Contact Person Name. Enter name of person responsible for the workshop.

Mailing Address. Complete address, along with phone number, fax number, e-mail, and website if applicable.

Workshop Title. Enter the name of workshop.

Will this workshop be open to the public? Check appropriate box.

Will a fee be charged? Check appropriate box. If yes, list the cost.

Course Location. Enter the location of the workshop, address, city, state, and zip code.

Workshop Date. Enter the date of the workshop.

Repeat Date. If the same workshop is going to take place at the same location on multiple dates, enter the other dates.

** If the same workshop is going to be held at different locations you **<u>MUST</u>** fill out a new CEU Request Application.

<u>Presentation Information (</u>CPS Form-CEU-2)

Workshop Title. Enter the name of the workshop.

**Keep in mind a separate request form (CEU-2) <u>MUST</u> be filled out for <u>each presentation</u>.

Workshop Date. Enter the date of the workshop.

Time of Presentation. Enter the time of the presentation.

Presentation Title. Enter the title of the presentation.

Summary of Presentation. Write a short but descriptive summary of what the presentation will cover.

Speaker Name. Enter the name of the speaker.

Speaker Bio. Enter a descriptive bio of the speaker presenting the presentation.

Presentation Length. List how long the presentation is in minutes.

Categories. Check the appropriate categories you wish to be considered for credit.

Please include a copy of the agenda if available.

For your workshop to be considered for CEU credit, you MUST fill out a CEU-1 and a CEU-2 for each presentation.

07/12

Oklahoma Department of Agriculture, Food and Forestry

Mail to:
Consumer Protection Services
Attn: Ryan Williams
P.O. Box 528804, Oklahoma City, OK 73152-8804
http://www.oda.state.ok.us/cps.htm

Email to:
Ryan Williams
CPS Certification & Training Administrator
405-522-5993
ryan.williams@ag.ok.gov

CEU Request Application

Sponsor Information

Sponsor Name:		
Contact Persons Name:		
Mailing Address:		
City:	State:	Zip:
Phone:	FAX:	
E-mail:	Website:	

Course Information

Workshop Title:		
Will this workshop be open to the public? Yes ☐ No ☐		
Will a fee be charged? Yes ☐ No ☐	If yes, how much?	
Course Location:		
Address:		
City:	State:	Zip:
Workshop Date:		
Repeat Date:		
Repeat Date:		
Please include a copy of the agenda if available. Presentation request form must be filled out for each presentation.		

CPS Form - CEU - 1

CEU Request Application
Specific Presentation Information

Presentation Information

Workshop Title:

A <u>separate</u> request form <u>must</u> be filled out for <u>each presentation</u>.

Date of Presentation:	Time of Presentation:

Presentation Title:

Summary of Presentation:

Speaker Name:

Speaker Bio:

Presentation length (minutes)

Please consider this presentation for credit in the following Category(s)

☐ Aerial	☐ Nursery & Greenhouse (3c)	☐ Fumigation (7c)
☐ Ag. Plant (1a)	☐ Seed Treatment (4)	☐ Public Health (8)
☐ Ag. Animal (1b)	☐ Aquatic (5)	☐ Demonstration/Research (10)
☐ Forest Pest (2)	☐ Right of Way (6)	☐ Bird & Predatory Animal (11)
☐ Ornamental / Turf (3a)	☐ General Pest (7a)	☐ Timber Treating (12)
☐ Interiorscape (3b)	☐ Structural Pest (7b)	☐ Specialty Category (13)

Do not type below this line

ODAFF use only. Approved for Credit in:

CPS Form - CEU - 2