

Continuing Education Units (CEU) at Chapter Meetings

If your chapter has not pre-approved your event for recertification credit, you can create a CEU form for attendees to self-submit for credit. Below are samples of CUPA-HR CEU forms and a template for webinars. Please create a form based off of these samples and be sure to include all of the chapter's relevant sessions.

If your chapter is offering CEU forms, advertising this will likely increase attendance. Here is an example of the verbiage used for a CUPA-HR Southern Region Conference:

“Be sure to check with your certifying organization about receiving Continuing Education credits for attending this conference. Most CUPA-HR contact hours are accepted by other organizations.

Your contact hours at CUPA-HR's Southern Region Conference may be accepted for recertification by other organizations. Be sure to keep appropriate materials, especially a copy of the final program, to document your attendance. A contact-hours sheet will be provided for your convenience. Complete and submit it to the association that provided your certification. CUPA-HR does not keep a copy. If you have any questions, contact your certifying organization.”



2015 CUPA-HR Southern Region Conference
March 1-3, 2015 • Nashville, TN
Monday Credit Hour Confirmation

	Possible Hours	Earned Hours
Monday, March 2		
Keynote: Leading Edge Coaches	1.00	_____
Concurrent Session # 1 (session title, speaker):		
_____	1.25	_____
Concurrent Session #2 (session title, speaker):		
_____	1.25	_____
Total number of hours:	3.50	_____

You may complete the form (CUPA-HR does **NOT** maintain a copy) and submit it with your re-certification materials to your certifying organization. Please direct questions about recertification to your certifying organization. The entire 2015 CUPA-HR Southern Region Conference has been pre-approved for credit hours through the Human Resources Certification Institute

Lisa Hayden, Director of Conferences and Events - Operations
 CUPA-HR, 1811 Commons Point Drive
 Knoxville, TN 37932
 lhayden@cupahr.org/865-637-7673

Your Signature: _____

Printed Name: _____



2015 CUPA-HR Eastern Region Conference
April 12-14, 2015 • Uncasville, Connecticut
 Tuesday Credit Hour Confirmation

	Possible Hours	Earned Hours
Tuesday, April 14		
Keynote: Liz Pellet	1.00	_____
Concurrent Session #4 (session title, speaker): _____	1.25	_____
Concurrent Session #5 (session title, speaker): _____	1.00	_____
Concurrent Session #6 (Session title, speaker): _____	1.25	_____
Total number of hours:	4.50	_____

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 Lisa Hayden, Director of Conferences and Events-Operations
 CUPA-HR, 1811 Commons Point Drive
 Knoxville, TN 37932
 lhayden@cupahr.org/865-637-7673

Your Signature: _____

Printed Name: _____

CUPA-HR (insert chapter name)

Contact Hour Recordation Form

	Contact Hours	Hours Earned
Month day, year: Webinar Title	0.00	_____

Insert brief description of the webinar

Total Credit Hours Earned _____

PLEASE NOTE

The CUPA-HR (insert chapter name) does **NOT** maintain a copy of this form. Please keep it for your records & submit it to your certifying organization with your re-certification materials.

Insert your chapter's name and logo