



**Division of Continuing
Education &
Conference Services**

Campus Box 8062
Pocatello, ID
83209-8062

Phone: (208) 282-3155
FAX: (208) 282-5894
extendedlearning@isu.edu

CEU CHECKLIST

**When applying for Idaho State University Continuing Education Units
for your event please provide the following:**

- National CEU Program applications – two applications with original signatures
- Detailed Syllabus including Class Objectives
- Detailed Time Schedule including all breaks
- Presenter's résumé and educational background
- Student requirements and evaluation or grading criteria