



CEU Documentation

Name of CPSM: _____

Sponsoring Organization: _____

Program Date: _____

Program Location: _____

Title of Program: _____

Program Falls Under Domain #: _____ Number of CEUs: _____

One Continuing Education Unit (CEU) is awarded for each contact hour of instruction. A contact hour is defined as one hour of interaction between a learner and an instructor. For purposes of calculating CEUs, breaks, meals, and social/ networking time cannot be included in the contact time. A function with less than one hour of contact time is not eligible for CEUs. For functions with more than one hour of contact time, the minimum increment of contact time eligible for CEUs is 15 minutes, which cannot be rounded up to the next greatest interval. A presentation during a meal function can be counted for the length of the presentation only. Meeting time devoted to business or committee activities cannot be counted.

Please have a representative of the sponsoring organization complete this section to verify the information provided above.

Representative's Name: _____

Representative's Signature: _____

Signed by: Speaker Room Monitor Representative

Please retain all documentation sheets until the end of your recertification period.

Questions or concerns?

Contact the Society for Marketing Professional Services, Certification Department, 44 Canal Center Plaza, Suite 444, Alexandria, VA 22314; 800.292.7677 x232 Web site: www.smps.org