

# CEU DOCUMENTATION SHEET

## Certified Professional Services Marketer Program



Society for Marketing  
Professional Services

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[www.smeps.org](http://www.smeps.org)

Name of CPSM

Sponsoring Organization

Program Date

Program Title

Program falls under Domain(s) #

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.

### REPRESENTATIVE INFORMATION

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

Representative Name

Representative's Signature

Representative is

Speaker     Room Monitor     Other \_\_\_\_\_

### REMEMBER!

- Retain all documentation sheets until the end of your recertification period.

### CONTACT INFORMATION

If you have questions or need further information, contact

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