MPI-CC

CONTINUING EDUCATION UNITS

Meeting Professionals International offers Continuing Education Units (CEUs) to recognize and record satisfactory participation in noncredit educational programs. One Continuing Education Unit is awarded for each 10 hours of instruction. When calculating the number of CEUs for a course, the number of hours should be divided by ten, for example, a three-hour program converts to .3 CEUs. **To qualify as a source of CEUs, a course cannot be less than one hour in length.**

**Note*: When a course is at least 50 minutes, it may be counted as a whole hour. Any course between 30 and 49 minutes, must be counted as 30 minutes. Any course less than 30 minutes cannot be counted.

So that we may properly record your earned CEUS for this program, please complete the form below. Forms must be returned to the chapter office within 30 days after the completion of this program to be considered for credit. **Forms submitted after 30 days will not be accepted for credit.**

_____ _____ _____

Title of Program Program Date(s) Total Hours

_____

Full Name

_____

Company Name Address

_____

City State Zip Phone Fax

This signature confirms my full participation in the program(s) named above.

_____

Participant Signature

This certifies that the above participant has been awarded _____ Continuing Education Unit(s) for completion of this program.

_____

MPI-CC Executive Secretary

Retain yellow copy for your files

Return white copy to: **MPI-CC**
1800 Camden Rd., Suite 107, #213
Charlotte, NC 28203 Fax: 704-333-6927