

**FORT PECK COMMUNITY COLLEGE  
CONTINUING EDUCATION UNIT CERTIFICATES**

**INSTRUCTIONS:**

1. Complete the **REQUEST FOR FACILITY USE** and **PRESENTER FORMS**. You may deliver, email, or fax the sheet to: Patty Murray, CEU Coordinator. You may call 768-5555 and I will pick up your packet.
- My office is located at the FPCC Institutional Development Building on Lanny Frantzick Boulevard in Poplar, MT.  
Email: [pmurray@fpcc.edu](mailto:pmurray@fpcc.edu) Phone: 768-5555 or 768-7937 Fax: 768-3026
- **PLEASE STATE SPECIFIC LEARNING OUTCOMES.**
- PLEASE provide your **CONTACT INFORMATION** so that I may contact you regarding your room assignment, equipment, materials, etc.

**IF POSSIBLE, I WILL BE AT THE EVENT TO ASSIST WITH ALL OF THE FORMS.**

2. **PRIOR TO EVENT**, please type or print the Course Title, Location and Instructor on the **PARTICIPANT REGISTRATION FORM**. Copies can be made then distributed to all participants.
3. Please have a **SIGN-IN SHEET** with the Title, Date and Location of the workshop or training.
4. **EVALUATION FORMS** must be completed by all participants for each event.
5. PLEASE INCLUDE **A BRIEF BIOGRAPHY ON THE PRESENTER**. This should include their name, title, and educational background.
6. Also include an **AGENDA** and any handouts for your event.

**PRIOR TO THE END OF THE EVENT, PLEASE REMIND ALL APRTICIPANTS TO COMPLETE THE EVALUATION FORM. COLLECT ALL FORMS.**

**CEU CERTIFICATES WILL BE MAILED TO ALL PARTICIPANTS.**

**IF YOU HAVE QUESTIONS, PLEASE CALL 768-5555 OR 768-7937. Thank you.**