



## MassAEYC CEU Project Guidelines at a Glance

### Application Procedure

1. CEU applications will be reviewed each month by a regional team of experts. Please refer to the table below to insure your CEU application is submitted in time for approval to be given before the course begins. Applications not submitted with ample time for review and revision will not be considered. (For example, an application received on October 16, 2008 will not have a decision before December 15, 2008.)

The table below will provide an example. Applications must be received by the 15<sup>th</sup> of the month to be reviewed in that month's cycle.

Received by	Reviewed by	Approval decision by	Course to begin no sooner than
October 15, 2008	November 1, 2008	November 15, 2008	November 16, 2008
November 15, 2008	December 1, 2008	December 15, 2008	December 16, 2008
December 15, 2008	January 1, 2009	January 15, 2009	January 16, 2009
January 15, 2009	February 1, 2009	February 15, 2009	February 16, 2009
February 15, 2009	March 1, 2009	March 15, 2009	March 16, 2009
March 15, 2009	April 1, 2009	April 15, 2009	April 16, 2009

2. Proposals may be submitted electronically, by USPS mail, or both.
  - a. The application may be emailed and attachments that cannot be sent by email, may be submitted by mail. The complete proposal must be received before it can be reviewed.
  - b. If you are submitting by mail, you must send 4 copies of the complete proposal. If 4 copies are not received, your proposal will not be reviewed until they are received.
  - c. If you are submitting by email, your check must be received before the proposal will be reviewed.

### Renewal Procedure

1. Please use the Renewal Request form. You can access a copy at [www.massaeyc.com](http://www.massaeyc.com)
2. Renewal requests should be sent at least two weeks before the course will be starting.
3. Requests may be emailed using the request form.
4. Renewal request approvals will be emailed.
5. Renewal requests for distance learning courses are not necessary unless there is a change in facilitator.

### Certificate Request Procedure

1. Please use the Certificate Request Form. You can find one at [www.massaeyc.com](http://www.massaeyc.com) .
2. Requests must include a typed list of participants and a summary of the evaluations.
3. Twenty-five certificates for the initial offering of the course are included in the application fee.
4. Certificates beyond the 25 for the initial offering, and any subsequent offering are \$3.00 per certificate. Please include a check made out to MassAEYC.