Read Conference Application Instructions in "Guidelines for the Submission and Approval of CEU Applications" for more information; also "Writing CEU Applications". Both are on the MassAEYC website.

MassAEYC CEU Conference Application

SECTION A: GENERAL INFORMATION:

Submission Date:

1. **Agency Name:**

   Contact Person:

   Address:

   Telephone Number: **E-Mail:**

2. **Title of Conference:**

3. **Dates and Workshop times :**

8:30 a.m. – 9:30	Keynote
9:45 – 11:45	Morning Workshops (List titles & presenters of all workshops scheduled for this timeframe.
12-1	Lunch (not included for CEU time)
1:15 – 3:15	Afternoon workshops (list)

   Conferences may cover 2 days, with different workshop schedules or tracks on each day. Be clear about the schedule. Give detailed information separately for each day of a multi-day conference.

4. **Total Number Contact Hours:**

5. **Total number of CEUs requested for this Offering:**

6. **Location:**

7. **Evaluation: see Attachment B**

8. **Attendance Verification: (Note: must verify that participants remain for the entire workshop.) i.e.,** Stickers will be available at each workshop for participants to place on a CEU attendance verification form. Stickers will only be given to participants who stay to the end of the workshop. A monitor will be assigned to each workshop to oversee this, and verify attendance through the entire session. Stickers will also be given following the keynote. Attendance forms will be turned in at the

close of the conference. CEU's will only be awarded to participants with 5 contact hours verified. (See attached forms)

SECTION B – CONFERENCE CONTENT:
1. **EEC Core Competency:** *List all competencies addressed in the conference. Note: if there is more than one competency, participants must take all (or at least 5 hours) of workshops in the same core competency in order to receive CEUs. The keynote address, if included as conference time, also needs to be in that same core competency. This should be noted on the registration form, so participants know this when they sign up for workshops.*

2. **Participant Outcomes:** See workshop descriptions, Attachment A

3. **Target Population:** list, for conference overall or for specific tracks

4. **Workshop Descriptions/Instructors:** See Attachment A.

SECTION C – INSTRUCTORS:
Statement of Assurance:
On behalf of the (agency) I attest that the instructors and keynote speaker for the conference meet the minimum qualifications established by MassAEYC.

Attachment A: Workshops

For a one-day conference
Include all information about the workshop in the description for each workshop, below. State the title, name and affiliation of the presenter, Core Competency, brief description, the learning outcomes. That avoids duplicating information in different places.

Workshop Title:
Presenter and affiliation:
Core Competency:
Target population, if different for some workshops
Time frame for workshop (some conferences have workshops of different lengths).
Workshop Description: (1 or 2 sentences)
Learning Outcomes: Participants will be able to: (list 1-3 outcomes)
Instructional Methodology: i.e., Brief lecture & slides; large and small group exercises.

Repeat for each workshop.

For a multi-day conference
List workshops for each day separately, using the above format
If there are multiple tracks, list the tracks and then the workshops for each track.

Workshop Title:
      Presenter and affiliation:
      Core Competency:
      Target population, if different for some workshops
      Time frame for workshop
      Workshop Description: (1 or 2 sentences)
      Learning Outcomes: Participants will be able to: (list 1-3 outcomes)
      Instructional Methodology: i.e., Brief lecture & slides; large and small group exercises.

Attachment B: Evaluations
Evaluations: attach for keynote and for each workshop. Include the outcomes for each workshop in that workshop's evaluation. See format below.

Sample of an evaluation is attached. This doesn't list each individual outcomes for each workshop but is acceptable.

Sample CONFERENCE EVALUATION: keynote speaker

This evaluation is designed to evaluate what you have learned at this conference. Please take the time to complete the evaluation by rating each question 1 through 4, **with 4 being the highest**. Please include any comments in the space provided.

Keynote Speaker	1	2	3	4
Relevance of content to your work/ usefulness of information				
Speaker's style/ability to engage your interest				
How well did the speaker motivate you, and add to the value of your conference experience?				

Please share any general feedback you have about the conference?

Please share topics you would like to see at our future conferences?

      Please turn in evaluations *(specify where and how, for people seeking CEUs).*

CONFERENCE WORKSHOP EVALUATION

This evaluation is designed to evaluate what you have learned at this conference. Please take the time to complete the evaluation by rating each question 1 through 4, **with 4 being the highest**. Please include any comments in the space provided.

Title _____

Workshop Number_____   **Presenter**_____

Questions	1	2	3	4
Did the presenter identify goals/objectives at the beginning of the workshop?				
Were the goals/objectives met?				
Did the material presented meet your needs and expectations?				
Was there time for discussion and questions and answers?				
Were the handouts current and relevant?				
Was the presenter knowledgeable and able to answer relevant questions?				
Did the presenter make use of different learning modalities (audio, visual, etc.)?				
What did you learn that you will be able to apply to your work? **Comment:**				

Please turn in evaluations at the end of your workshop *(specify where)*

Attachment C: Conference brochure. If not complete at time of application, ote when it will be sent.