

# CEUs (Continuing Education Units) Registration Directions



The Art of Gamecrafting: For Your Classroom, Board Room,  
or Game Night  
May 24 – June 30, 2022

*Please read all information.*

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*In order to receive CEUs for the training, please follow the instructions below.*

1. Complete the [online Registration Form](#) under Step Two and pay the \$35 registration fee (Step One and Step Three do not apply to this program). An email address is required on the registration form. The online registration form should clearly state the title of the training. *(NOTE: The form requires a Personal Identification Code assigned by the Michigan Department of Education. Individuals who request CEUs do not have a PIC. Please enter the last 4-digits of your social security number followed by two zeros.)*
2. Track your time online to show verification of attendance and participation.
3. A maximum of 2.4 CEUs are available for the training. The amount of CEUs awarded is determined by the number of hours you attend and participate in the training. For example, to receive 2.4 CEUs, you must participate in the entire training (24 hours). If you participate in eight hours of the training, .8 CEUs will be awarded.
4. Complete a training evaluation, if applicable.

*Upon verification of participation and attendance, Central Michigan University will email eligible attendees a certificate of attendance.  
It may be necessary to check spam, junk mail, or black listed emails.*

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## REMINDERS

- An email address is required on the *Registration Form*.
- Individuals who fail to participate in the entire training or fail to track their attendance will forfeit their CEUs.
- It is the responsibility of each individual to check with his/her licensing agency to verify if the CEUs provided through Central Michigan University are applicable toward recertification requirements.