



June 26– 29, 2018

## Continuing Education Units (CEU)

### 3.0 CEUs – Pacific AP Institute Summer 2017 Program      CEU700\_PAPI.(1.Su18)

The CEU fee is paid directly to California State University, Monterey Bay.

CEUs are determined by the University, based on hours of participation: 10 hours = 1 CEU

Fee: \$70.00 per CEU – full conference 3.0 CEU = **\$210.00**

#### **What are Continuing Education Units (CEUs)?**

*Check with your District Office, as all Districts handle CEUs differently.*

1. CEUs are for proof of participation and may be accepted for advancement on the salary schedule. CEUs are not transferable to academic units/credit.
2. Information provided on the transcript shall be the criteria for determining the CEU credits.
  - CSUMB CEUs are equal to ten (10) hours of coursework, not academic units.
3. For institutions not stating semester or quarter credits, the following apply:
  - Ten (10) hours of coursework equals one (1) quarter unit.
  - Fifteen (15) hours of coursework equals one (1) semester unit.
  - Quarter units can be converted to semester units by multiplying the quarter units by 2/3rds.

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## How to Register for CEUs

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**Online Registration is available for your convenience beginning June 26, 2018.**

Deadline to Register: Register by Friday, July 6, 2018!

- Follow the steps on the reverse of this page to create your login, register and pay fees. Pay fees with a credit card (Visa, MasterCard, American Express, Discover).
- Attend the conference and enjoy your stay at CSUMB!

*After the conference:*

- You will login to Your Student Portal to view your course, print a certificate of completion and/or an unofficial transcript.
- If you need an Official Transcript, please follow the instructions on the reverse side to complete the Transcript Request Form.

**Thank you for your participation!**

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**Step One: Login to CSUMB's secure website**



1. Visit your [Student Portal](http://eeregister.csumb.edu/modules/) (<http://eeregister.csumb.edu/modules/>)
2. Click [Student Login](#) at the top navigation bar.

**First Time Only: Create a New Account & Password**

*You will use this Login & Password to access your records.*

1. Click "[Student Login](#)" (top navigation bar) and "[Create a new Customer Account](#)".
2. Create a Login Name using your first and last name or use your email.
3. Create a Password that is easy for you to remember (minimum of 8-16 characters).



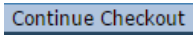
**Step Two: Register for course**

1. Select the course Catalog type (CEU) and click on get started. 
2. Click on the specific course Catalog. (Pacific Advanced Placement Institute PAPI)
3. Click on the Course then click on the Section to select.
4. Click Add to Cart 



**Step Three: Pay by Credit Card**

*Please have your credit card ready to complete your registration and payment.*

1. Click Check Out  (You may be directed to Login.)
2. Complete the additional profile information.
3. Confirm course details and click Make a Payment 
4. Enter your credit card information (double-check for accuracy) and click 
5. After completing the payment process, you will receive emails:
  - (1) a registration confirmation from CSUMB and
  - (2) a payment processing receipt

If you do not receive the emails, please email [EERegister@csumb.edu](mailto:EERegister@csumb.edu) to ensure processing.

**Congratulations... You are registered!**

**How to Order Official Professional Development Transcripts:**

Visit the Student Services & Transcripts web page and complete the Transcript Request Form.

<https://csumb.edu/professionaldevelopment/transcript-information>

After you have completed your course, follow these steps to access your student records:

1. Navigate to the Student Portal: <http://eeregister.csumb.edu/modules/>
2. Click the "Student Login" link on the top right to enter your login and password.
3. You will find all the information you need under "My Account" on the top Toolbar.
  - View your completed courses, print certificates and more!