

Education Unit  
UC Davis Continuing and Professional Education  
One Capitol Mall  
Sacramento, CA, 95814  
530-757-8512  
<http://www.cpe.ucdavis.edu>

A completed course proposal is required for any course that is not already approved by the University of California. This form is for a non-academic course. For non-academic courses, proposals must be received 4-6 weeks prior to the start date of the course / program. You will receive a confirmation once the course is approved.

**Name:**

**Sponsoring**

**Agency:**

**Address:**

**Tel.:**

**Email:**

**Estimate the number of participants you expect to register for CEUs:**

**Is the audience for this proposed course teachers? Check the box if yes.**

**Name(s) of prospective instructor(s) of record:**

**Location of Course:**

**Proposed Course Title:**

**Course Description:**

**Topical Outline:**

Identify the major topics and content areas to be covered in this course. Please also include and/or attach an agenda or breakdown on how time will be spent in class.

**Please list the proposed class schedule:**

**Total instructional hours for this course:**

State law requires a minimum break of 30 minutes for every 4 hours of instructional time. Do not include the required meal break times; show only instructional time.

**Number of CEU's you are requesting for this course:**

(10 instructional hours = 1 CEU, 30 hours of lab = 1 CEU)

Participants must be present for all instructional hours and earn the maximum number of CEUs offered in the course. Example: a 30 hour course = 3 CEUs. If a participant is unable to attend all of the instructional hours, a partial number of CEUs will not be awarded.

**Proposed promotional materials:**

Please attach copies of any marketing materials, e.g. fliers, brochures, etc. you plan to distribute. Please include links to any web-based advertisements.

**We require electronic submissions including a signature from your organization**

\_\_\_\_\_  
Organization/Agency Director Approval

\_\_\_\_\_  
Date

\_\_\_\_\_  
UC Davis Continuing and Professional  
Education Department Head Approval

\_\_\_\_\_  
Date

\_\_\_\_\_  
UC Davis Continuing and Professional  
Education Dean Approval

\_\_\_\_\_  
Date