**CEU SUBMISSON PROCESS**

**QUICK REFERENCE GUIDE**

1. **Submit your request online** - All CEU request must be submitted via the online portal at [www.txca.org/CEU](http://www.txca.org/CEU)
2. **Submit your request on time** - All single session workshop requests must be submitted to TCA at least **30 days prior** to the event date. Multi-conference workshops must be submitted at least **60 days prior** to the event. This does not include scheduling for preliminary Chapter/Division proposal deadlines.
3. **Complete the online form** - You must fill out all fields in the online application
4. **Attach all supporting documents** - Attach current **resume(s) for each presenter** associated with your submission
5. **Provide the event schedule** - Include a **Timed Agenda**
6. **List specific Goals and Objectives** - Complete, in detail, the Measurable Outcomes, Program Objectives, Program Summary, and Bibliographic Resources.
* If you are submitting for a **multi-presentation workshop** you can:
	+ List out individual session titles and populate the outcomes, objectives, and summary in one submission
	+ You may submit an individual online request for each program
* For Ethics presentations, be sure you are using the **current ethical code** for your bibliography resources.
1. **Return the signature page to TCA** - Send event **sign-in sheet(s)** to TCA Staff no more than **10 business days post event**. We prefer electronic copies to be sent via email to bobbie@txca.org for faxed to (512) 472-3756.