
MDE CEU/SEMI PROCESS

1. Facilitator (MDE employee from OSE and CTE) of the meeting/course/training must complete a CEU/SEMI application (all parts indicated on the application). Signature of the MDE Director of the office requesting CEUs/SEMI, must be on the form. **CEUs/SEMI will not be valid without an approved application on file.**
2. Facilitator must create a GoSignMeUp (GSMU) course form to submit along with the CEU/SEMI applications. These forms can be found at helpdesk.rcu.msstate.edu. Click Knowledge Base and look for MDE CEU/SEMI Process.
3. Email or hand deliver application(s) to Massey/Mulvihill for approval.
4. Submit the signed and completed application(s) and GSMU request form electronically to the RCU for processing via the helpdesk, helpdesk@rcu.msstate.edu. The helpdesk will send you a confirmation once course is created.
5. Upon receipt of course creation confirmation, email participants the registration information.
6. After the meeting/training has occurred, you must submit an electronic copy of sign in sheets to the RCU helpdesk and request the course be "closed". You should keep copies of sign in sheets from the meeting on file for possible audits.
 - a. Sign in sheets must indicate which participant will receive CEUs and which will receive SEMIs.
 - b. If a participant does not come, write "No Show" in the signature space. Early departures need to be noted on the sheet as well.
7. CEUs/SEMI cannot be awarded without prior approval from Massey/Mulvihill.

Please note:

1. Meetings must be 5 hours or more before offering CEU, and 6.25 hours or more for SEMI. See conversion chart below.
2. The RCU asks that you only use the GSMU with the RCU if you are requesting CEUs/SEMI. You should use MDE GSMU if you are just holding a meeting without CEU/SEMI needs.
3. If the RCU is hosting your registration we need a 4-6 week notice to get the meeting in the system due to the high volume of requests.
4. If a participant request a refund before the meeting occurs they must have submitted a helpdesk ticket to the RCU making the request, please see the [Refund Request Form](#). They also need to remove the course from their portal in GSMU.

Pricing Structure (fee charged to the participant):

Hosting online registration and awarding CEUs/SEMI ONLY

- \$15 per .5 CEU. If not a full .5 CEU pricing will be rounded up to .5 (ex 1.2 CEUs will be \$45)

2/13/2018

Hosting online and face 2 face (RCU staff present **upon request**. Request must be made a MINIMUM of 4 weeks prior to event) registration, setting up locations, handling location contracts, awarding CEUs/SEMI, etc....

- \$30 per .5 CEU. If not a full .5 CEU pricing will be rounded up to .5 (ex 1.2 CEUs will be \$90)

2/13/2018

CEU's Calculation

To calculate the amount of CEU's a participant is given you will need to multiply the amount of total hours attended for the training by 0.1. A minimum of 5 hours is required for CEU's to be awarded.

Conversion Chart for SEMI Hours

Hours	SEMI Credit
6.25	5
12.50	10
18.75	15
25	20
31.25	25
37.50	30
43.75	35
50	40
56.25	45
62.50	50
68.75	55
75	60
81.25	65
87.50	70
93.75	75
100	80
106.25	85
112.50	90
118.75	95
125	100