

# MDE CEU/SEMI process via the RCU

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## Preparation

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## Forms needed for processing:

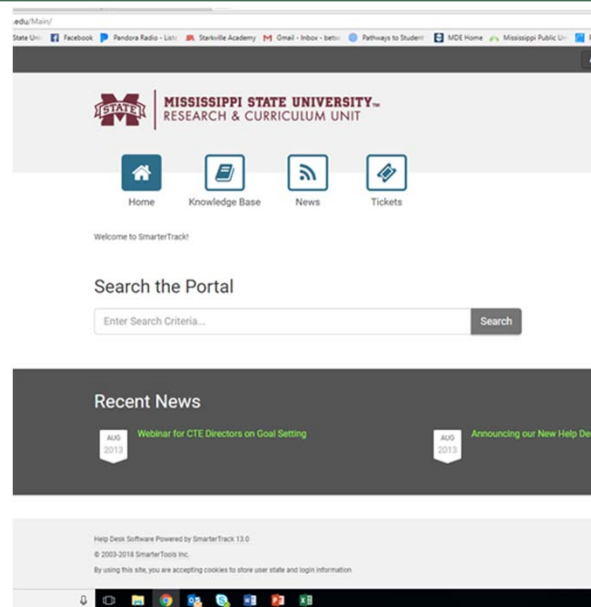
- MDE CEU-SEMI Process
  - CEU application
- and/or
- SEMI application
  - GSMU Course Request Form



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## RCU Helpdesk

- Visit our Helpdesk at:  
<http://helpdesk.rcu.msstate.edu/Main/>
- Then click on Knowledge Base
  - This will take you to the process and forms needed.
- You can submit through the helpdesk website or send an email to our helpdesk, [helpdesk@rcu.msstate.edu](mailto:helpdesk@rcu.msstate.edu)



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## Process

- You should be able to complete the process shown on the Helpdesk webpage, if assistance is needed please email our helpdesk.
- Following the steps and allowing plenty of time (4-6 weeks ahead of the meeting) will help expedite the process
- When sending to the helpdesk whether by email or through the website please make your subject line align with your request. For example:
  - Subject: MDE CEU-SEMI request for Automotive meetings.



## Process continued

- The other piece that helps our staff is to name your files (CEU apps, GSMU form) the exact name of your training (program title).



## Questions

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