

Training & Workshop Certificate Worksheet

Tiffin University

CEU Worksheet

If you have successfully completed significant formal training(s) or workshop(s), you can earn credit for one open elective course (3-credits) for every 120 Continuing Education Units (workshop/training hours). Typically, the hours of training are indicated on the certificate of completion, (sometimes called Continuing Education Units or CEUs). If no hours are listed, please provide additional proof of hours of the training.

In the table below, please indicate:

Name of certificate	Number of hours	Where are the hours indicated (certificate or other)

Attach to worksheet:

- Scanned copy of certificate
- Evidence, if hours are not listed on the certificate

Attach completed worksheet to your resume.



Questions: cpl@tiffin.edu