

Continuing Education Credit

- Members were emailed certificates from memberclicks.net when they completed each evaluation. If you have Adobe you may be able to add your name to the certificate; otherwise, please print your name on the certificate. Those who did not complete the evaluation will receive an evaluation for each session from Survey Monkey, once this evaluation is completed their certificates will be emailed to them. If you completed the evaluations please ignore this step.
- Certificates requested outside the current calendar year July 1, 2020 to June 30, 2021 will be assessed a \$25 fee.
 - **LPC, NBCC, NCC or NCSC: You will need to do nothing more than to put your name on the certificate and keep your certificate and file it with the appropriate agency and retain a copy for yourself.**

Mississippi Department of Education

1. Complete the form from Mississippi College
2. Attach a copy of your all your certificates
3. Mail the completed form by April 8, 2021 including certificates with a check for the appropriate fees to
Mississippi College
Department of Continuing Education
Box 4031
Clinton, MS 39058
4. **KEEP A COPY OF ALL FORMS FOR YOUR RECORDS**



**Mississippi
College**
A CHRISTIAN UNIVERSITY

Office of Continuing Education

REQUEST FOR CONTINUING EDUCATION UNITS (CEU)

NAME OF PARTICIPANT: _____ DATE _____

ADDRESS: _____

CITY: _____ STATE _____ ZIP _____

CHECK IF NEW ADDRESS

TEACHER LICENSE NUMBER & LAST FOUR OF SOCIAL SECURITY NUMBER*

**Please note this form cannot be processed without this information*

DAYTIME TELEPHONE # _____ EMAIL _____

COURSE OR SEMINAR: **MCA 70th FALL CONFERENCE**

PROVIDER: **MISSISSIPPI COUNSELING ASSOCIATION**

INSTRUCTOR(S): **VARIOUS**

DATE OF PROGRAM: **NOVEMBER 11-13, 2020 – FLOWOOD, MS**

NUMBER OF CONTACT HOURS/NUMBER OF CEUs: **As determined by completion of reverse side or attached MCA form.**

Please mail this completed request form and a check for the appropriate CEU fee (as indicated by the fee schedule below) made payable to Mississippi College to the address listed below. A certificate cannot be issued for less than 5 contact hours. Your certificate will be mailed to you at the address given above. *Pay online at www.mc.edu/ceu and include receipt number on this form. Online payment confirmation/receipt number _____.

Fee Schedule: 5-6 contact hours (.5-.6 CEUs) - \$10.00;

CEU Certificates will not be issued after six months of the last date of training.
CEU s Office of Continuing Education Mississippi College Box 4031 Clinton MS 39058
www.mc.edu/offices/ce