INSIGHT BASECAMP
www.insightbasecamp.com

Instructions for registering to receive .5 CEU from Saint Mary's College of California for successfully completing CEU course number: 838.0122. Course Title:
"How to Analyze and Interpret Verbal and Numerical Communications"

KALMANOVITZ SCHOOL OF EDUCATION

1. Complete each of the three learning elements in this CEU Pack

2. Download and print your Results after completing each element.

3. Note the "Session Duration" at the bottom of each Results report. Add the session duration times together. If the total comes to more than 5 hours, continue. * If not, see ^ below.

4. Note the score on "Personal Feedback – Overall" of all three reports. If you scored "Great Work" for responding to "80% or more" of the questions correctly, continue. ** If not, see ^ below.

5. Download and print PDF "Course 838.0122 CEU Reg Form." On page 2, fill in the top part of the Saint Mary's CEU Registration Form for this course. The course number and course title are already filled in on the registration form. They will match the course number and course title for this CEU Pack.

6. Mail the (a) completed CEU registration form, (b)your payment for the $50 processing fee, and (c) the three results reports (that document your level of achievement and time engaged in learning) to Saint Mary's College:

Saint Mary's College
KSOE-CEU
1928 St. Mary's Road
PMB 4350
Moraga, CA 94575

After receipt of the CEU registration form and fee payment, Saint Mary's College will mail a certificate to the address on your form. Deadline for submitted registration form is 6 months after course completion date. Please allow 60 days for processing.

Info from Saint Mary's College: "The Continuing Education Unit (CEU) is a nationally recognized unit designed to provide a record of an individual's continuing education and/or professional growth accomplishments.

- Ten hours of instruction equals one unit. Five hours of instruction equals 0.5 unit.
- The cost for one (1) Continuing Education Unit is $100.00; The cost for 0.5 unit is $50.
- CEU courses **do not** carry academic credit.
- Saint Mary's College **does not** issue transcripts for Continuing Education Courses.
- CEUs are not designed to be used towards attainment of an advanced degree.
- Every professional agency or employer has their own policy regarding the acceptance and transfer of CEUs.
- No refunds."

* The "Session Duration" clock begins when you open the first page of an online element. It continues until you "Submit" responses at the end. If you pause the element, the session duration clock will pause. It will resume when you go back and resume your learning activity.

** You can navigate back and forth in the learning element. After you respond to a question and then go on to the next page and read the debrief or answer information, you may go back and change your response to the question based on what you have learned.

^ After you have submitted responses for scoring and received the onscreen feedback, it is not possible to change the score received or to the session duration time recorded. If you need to repeat a course element to improve your score or spend more time learning, each of them can be purchased separately from INSIGHT BASECAMP. Use the results report that shows sufficient time and 80% or more level of achievement.

Continuing Education Units (CEU*) Registration Form 2023-2025

KALMANOVITZ SCHOOL OF EDUCATION

Please fill out the top portion and mail with payment to:

Saint Mary's College, KSOE-CEU, 1928 St. Mary's Road, PMB 4350, Moraga, CA 94575

Deadline for submitted registration form is 6 months after course completion date. Allow 60 days from receipt at SMC for processing.

Name: _____ _____ _____
Please print First Middle Last

Address: _____ _____ _____ _____
Please print Street City State Zip

Email Address : _____@_____

Cell Phone: _____ Work Phone: _____

Vendor: Insight Assessment / Measured Reasons

Course #: 838.0122

Course title: How to Analyze and Interpret Verbal and Numerical Communications

Date(s) of instruction: _____

Number of CEUs requested: 0.5 Total Fee: $ 50 ($100/CEU)

Make fee payment (check, money order, cashier check) for $50 out to Saint Mary's College

*CEU – The Continuing Education Unit is a nationally recognized unit designed to provide a record of an individual's continuing education and/or professional growth accomplishments. Ten hours of instruction equals one (1) Continuing Education Unit. CEU courses DO NOT carry academic credit. Certificates are issued for Continuing Education Courses, transcripts are not. CEUs are *sometimes* part of criteria used for promotion in *some* school districts and for license renewal in some states and for some professional fields, eg. NRs, MFTs and LCSWs.

NOTE: These graduate-level professional development units are designed for salary advancement and to renew Credentials. They are not designed to be used towards attainment of an advanced degree. Participants are advised to confirm the course is in compliance with mandates for prior CEU approval. There are no refunds.

FOR COLLEGE USE ONLY

Signature of Approver **Date**

CEU credit is granted: _____ Yes _____ No
Fee paid: $_____ Check#: _____ Date: _____

Certificate issued on: _____/ _____/ _____
Certificate mailed on: _____/ _____/ _____