



Non-CCS CEU Submission:

1. **Certificate Submission:** Scan your certificate to Leigh Miller in the Professional Development office.

2. **Required Information on Certificate:**
 - Participant's Name
 - Date of Completion
 - Source/Site
 - Amount of Hours/Credits

3. **No Cover Sheet Needed:** A cover sheet is no longer required when submitting your certificate.

Make sure that all required information is clearly visible on the scanned certificate. If you have any further questions or need assistance, please reach out to Leigh Miller in the Professional Development office.