



FORM #: 001

## Certified Grant Administrator Program Continuing Education Units Request Form

### Instructions

Grant Administrators seeking Continuing Education Unit (CEU) credit for a course, training, or webinar that has not been pre-approved by the Office of Community and Rural Affairs (OCRA) must adhere to the following procedure:

1. **Submit a Formal Request:** Within 15 calendar days of completing the course, the Grant Administrator must submit a request via the grants management system portal. The request must include all details outlined below.
2. **Attach:** accepted participation documents to the grants management system portal submission.
3. **Await OCRA Review and Response:** OCRA will review the submitted information to determine whether the course qualifies for CEU credit.

A CDBG Program Manager will review your submission and determine CEU eligibility. You will receive confirmation of approval or notification of denial via email.

### SECTION 1: Grant Administrator Information

1. First Name	2. Last Name	3. Email
4. Phone Number	5. Organization	6. Date of Request

### SECTION 2: Course Information

Please complete each field below with clear and accurate information. This section is essential for evaluating whether the course qualifies for Continuing Education Unit (CEU) credit under the Office of Community and Rural Affairs (OCRA) Grant Administrator Program.

7. Course Title	8. Provider or Organization Offering the Course	9. Duration of the Course (in hours)
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#### Course Description

Include a concise summary of the course content, purpose, and scope. Describe what the course covers and its intended outcomes.

### **Learning Objectives or Key Topics Covered**

*List the primary learning goals or subject areas addressed in the course. These should reflect the skills, knowledge, or competencies participants are expected to gain. Bullet points are acceptable.*

### **How the Course Relates to U.S. Department of Housing and Urban Development CDBG Program.**

*Provide a brief explanation of how the course content supports or enhances your role as a Grant Administrator within the context of HUD's Community Development Block Grant (CDBG) program. Reference specific program areas, regulations, or administrative responsibilities where applicable*