



# The University of Georgia

Georgia Center for Continuing Education  
Conference Center & Hotel

July 8, 2010

Dear CEU Administrator,

The University System of Georgia recently revised their Continuing Education Policy and Procedures Manual. We are sending you a copy of this March 24, 2010 revised manual for your use. It is important that you read through this manual carefully, as some significant changes have been made to the CEU approval requirements.

Although the revised USG policy is already in effect, the Georgia Center recognizes that your CEU internal policies and procedures may need altering as a result of this new policy, and that changes would take time to implement within your own unit. We have revised our Georgia Center processes to comply with the new guidelines.

The Georgia Center will remain the official administrative unit for reporting all continuing education activities of the University of Georgia to the University System of Georgia Board of Regents, four times a year. Therefore, you will continue to funnel your CEU activity through us as you have in the past. It is very important, however, that the new policy and procedure manual is followed when you classify and approve continuing education hours so that our reporting for the university is accurate and in compliance with all of these new requirements.

If you have any questions regarding the changes found in this updated manual please contact GEORGIA LEADS (Lifelong Education and Economic Development Services). Their website address is: [www.georgialeads.org](http://www.georgialeads.org)

Sincerely,

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*Improving Lives Through Learning*