

Sample Agenda
for SB-CEU applications

Full Day

8:30 – 8:45 – Welcome, introductions, sign-in
(Do not lump this together with your first activity – these activities do not count toward contact time)

8:45 – 10:00 – First set of activities (List out activities)

10:00 – 10:15 – Break (Sessions that run for more than 2.5 hours must have a 15 minute break.)

10:15 – 12:00 – Second set of activities (List out activities)

12:00 – 12:45 – Lunch

12:45 – 2:00 – Third set of activities

2:00 – 2:15 – Break (if the workshop ended at 3:15, no break would be required. Contact time would only be 5.5 hours – eligible for 0.5 SB-CEUs)

2:15 – 3:45 – Fourth set of activities

3:45 – 4:00 – Wrap up and evaluation (an evaluation from participants is required – it may take whatever form you like)

Contact time is: 6 hours

Workshop is eligible for 0.6 SB-CEUs