How to Access Your CEU Confirmation of Completion

After completing your CEU purchase, no further action is required.

Your **Confirmation of Completion Letter** is available in your USD Student Account and can be accessed or printed at any time. This letter provides official documentation of the **CEU hours you completed** and can be used for your professional development records.

Please note: Your USD transcript will display both GLEC (university credit) and CEU coursework; however, the CEU entry does **not** include the number of CEU hours earned. Your Confirmation of Completion Letter is the document that provides your completed CEU hours.

If needed, you may order an **official transcript** for a **$20 fee (domestic orders only)** or download an unofficial transcript directly from your USD Student Account at any time.

If you need **both** documents printed and mailed to you, you may order the **Official Transcript + CEU Confirmation of Completion Letter** for **$25 (domestic orders only)**.

You can also print your own Confirmation of Completion Letter, which includes your CEU hours, by following the instructions below.

For examples, see **USD Transcript & Confirmation of Completion Samples**. Share the appropriate document with your **school district, employer/HR, or college/university** for professional development, credential, salary advancement, or other education requirements. We recommend confirming acceptance of GLEC or CEUs before registering.

How to Download Your CEU Confirmation of Completion Letter

1. Go to the **USD Professional and Continuing Education website** (https://pce.sandiego.edu/).
2. Click **Login** in the upper-right corner.
3. Select **Student**.
4. Under **"I have an account already,"** enter your USD username and log in.
5. Select **My Courses**.
6. Find the **CEU course you completed** and click **Print**.
7. From the drop-down menu, select **Confirmation of Completion Letter**.
8. Print or save your letter for your records.

Need Help Accessing Your Account or Have Questions?
Our Enrollment and Student Services (ESS) team is here to assist you.

- Hours: Monday–Friday, 8:30 a.m.–4 p.m. (PT)
- Phone: (619) 260-4585
- Toll-Free: (888) 321-6658
- Email: **continuinged@sandiego.edu**

USD Credit Validation Participant Guide – Find answers to frequently asked questions or contact **pce-cv@sandiego.edu** for assistance.

Need More Units? Explore Additional Credit Validation Options

- **Credit Validation Course Catalog** – Browse available courses and earn additional units.
- **EDU Newsletter** – Get updates on new courses, university credit opportunities, and professional development offerings from USD PCE.