

Please type or print legibly

APPLICATION FOR APPROVAL OF CONTINUING EDUCATION UNITS FOR INDIVIDUAL PARTICIPATION

Note: If a program is approved by another Maryland State health occupation board, the program is automatically approved by the State Board for the Certification of Residential Child Care Program Administrators.

Continuing education must foster the improvement, advancement, and extension of the certified program administrator’s professional skill and knowledge relating to residential child care administration.

Directions:

- Complete all sections of the Application.
- Enclose a copy of the program.
- Enclose a printed or typed self-addressed stamp envelope with this CEU request form.

Approval of a CEU request means that the program is approved for continuing education credit. This form is NOT sufficient for verification of your attendance at the program. You ARE responsible for obtaining a certificate of completion of the program to verify your attendance.

Name:			Certification Number:
Mailing Address:	City:	State:	Zip:
E-Mail Address:		Phone:	
Nature of Professional Activity: <input type="radio"/> Workshop <input type="radio"/> Seminar <input type="radio"/> Self-Study <input type="radio"/> Institutes <input type="radio"/> Other, please specify:			
Sponsored by:			
Description of Activity:			
Date of Activity:		Location of Activity:	
Duration of Activity (Number of hours excluding lunch and breaks)			
Attach a copy of the program			

Signature

Date

FOR BOARD USE ONLY:

Application # _____	Program Approved: Y / N
Date Received: _____	CEU Awarded: _____
Date Reviewed: _____	