



Request for Approval for Continuing Education Program

Complete this form **ONLY** if the continuing education program you are considering is **NOT** an “Approved Program” or an activity **NOT** offered by an “Authorized Sponsor”.

An “**Approved Program**” is an activity that has been reviewed and approved by the Board for Category A credit.

An “**Authorized Sponsor**” is an organization or individual whose activities have been reviewed and approved by the Board to present Category A programs.

“**Category A programs or activities**” are offered by a Board approved sponsor and are formally organized and classified as a course, workshop, seminar or symposium.

The fee for Board review of the Request for Approval is \$15 per course.

Licensee/Certificate Holder’s Name: _____ Lic./Cert. # _____

Email: _____

Title of the course, workshop, seminar or symposium: _____

Name of program sponsor: _____

Date of program: _____ Location: _____

Duration of program: _____ Number of CE Credits: _____

Intended audience: _____

Description of program: _____

** Please provide a copy of the program materials.

** Please note that this form may not be used to verify your attendance at the program. You are responsible for obtaining a certificate of completion for each program attended.

Date received: _____ Fee received: _____

Program Approved Not Approved

Bd. Staff: _____ Date: _____