

APPLICATION FOR CEUs (WORKSHOP SPONSOR)

Please use this form when applying for CEUs for a workshop. Please return to Dina Kartch at either dina@ilipra.org or 630-376-1919 (fax).

Approved workshops will receive a confirmation letter and CEU Participation Forms (if requested below). Workshop sponsors must return white copies of CEU Participation Forms.

APPLICATION MUST INCLUDE THE FOLLOWING ITEMS:

- Detailed time outline of the workshop including coffee breaks, lunch, etc.
- Instructor credentials – demonstrating the qualifications of the speaker(s)
- Blank evaluation form
- Application fee
\$20 FOR ALL IN-HOUSE REQUESTS (IPRA SECTIONS, COMMITTEES, AFFILIATES); \$40 FOR ALL OTHER REQUESTS PLUS \$5 FOR EACH PERSON REQUESTING CEUs

DO YOU NEED CEU PARTICIPATION FORMS? YES NO

WORKSHOP TITLE: _____

WORKSHOP SPONSOR: _____

DATE(S) HELD: _____ LOCATION: _____

NUMBER OF CEUs REQUESTED (ONE HOUR OF INSTRUCTION = 0.1 CEUs): _____

CONTACT NAME: _____

AGENCY/ORGANIZATION: _____

ADDRESS: _____

PHONE: _____ FAX: _____ EMAIL: _____

***IMPORTANT:** IPRA reserves the right to accept or reject any proposal at its own discretion. IPRA's CEU policy and the IACET Standards do not permit commercial or promotional material of any kind to be included in any educational opportunity. The opportunity for speakers to include their name and address in the handout material provides adequate information for attendees to contact them after the meeting to learn more about their products and services. Speakers are not permitted to mention or sell their products/services.

PAYMENT INFORMATION

VISA MASTERCARD CHECK

CREDIT CARD # _____ EXPIRATION DATE _____

CARDHOLDER NAME _____ SIGNATURE _____

FOR OFFICE USE ONLY:

DATE RECEIVED: _____ DATE APPROVED: _____ PAYMENT POSTED: _____ # OF CEUs APPROVED: _____

APPROVED BY: _____ DATE: _____