Training Approval Application – DUE 30 DAYS PRIOR TO EVENT

Please attach a brief summary of the training event including the goals and learning objectives as well as an event outline/training agenda which indicates the time/topic/presenter of all events/sessions and breaks. Also, please include the resume/bio of all presenter(s) with this application. A $25 late fee will be charged if this application is received less than 30 days prior to the event.

Please Print or Type Clearly

Title of Training:

Date(s) of Training:

Will this training be offer throughout the year multiple times: ☐ YES ☐ NO

Location of Training:

Name and Credential(s) of Presenter/Organizer:

Type of Training (workshop, in-service, conference, etc.):

Number of contact hours requested (not including breaks and meals):

Cost per person (if applicable): Number of Sessions:

Sponsoring Organization:

Contact Person:

Address:

E-Mail: Phone: Fax:

Attachments that must accompany your application:

- Outline/Training Agenda/Learning Objectives of Session(s)
- Resume/Bio of all Presenter(s)
- Training Approval Fee - ***Your application will not be reviewed without payment***

Signature: **Date:**

Trainings without registration fees:
$25 per course or:
3-5 trainings per year $75
6-10 trainings per year $150
11-15 trainings per year $200
16-20 trainings per year $250
21 or above at a contracted rate

Conference Fee - $100.00/per day
College Course – $100.00/45 hour max

Trainings with registration fees:
$35 per course (6 or fewer) or:
7-10 trainings per year $250
11-15 trainings per year $300
16-20 trainings per year $350
21-40 training institute $400
41 or above at a contracted rate

Questions, please email info@ctcertboard.org

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