



**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](mailto:info@ctcertboard.org)*

**Connecticut Certification Board, Inc.**

**55 West Main Street, Box 4**

**Meriden, CT 06451**