

## <u>Training Approval Application – DUE 30 DAYS PRIOR TO EVENT</u>

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 mu	lltiple times: YI	ES NO
Location of Training:		
Name and Credential(s) of Presenter/Organizer:		
Type of Training (workshop, in-service, conferen	ice, etc.):	
Number of contact hours requested (not including	g 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 applied	cation:	
<ul> <li>Outline/Training Agenda/Learning Object</li> <li>Resume/Bio of all Presenter(s)</li> <li>Training Approval Fee - Your application</li> </ul>		
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	\$35 per course 7-10 trainings	h registration fees: (6 or fewer) or: per year \$250 s per year \$300
21 or above at a contracted rate  Conference Fee - \$100.00/per day	16-20 trainings per year \$350 21-40 training institute \$400 41 or above at a contracted rate	

Questions, please email info@ctcertboard.org

Connecticut Certification Board, Inc. 286 Maple Avenue, Suite 303 Cheshire, CT 06410

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