



# Education Approval

*for sponsoring organization*

1. Title of Training \_\_\_\_\_  
(The title on your certificate of attendance must reflect the exact wording above)

2. Date of Training \_\_\_\_\_ 3. Location of Training \_\_\_\_\_

4. Names and Credentials of Instructor(s) \_\_\_\_\_

5. Briefly summarize the training and describe the goals and objectives; attach the daily program schedule, or, in the case of a college course, the course syllabus. Attach a separate sheet, if necessary.

6. Instructional Methods (video, audio, etc.) \_\_\_\_\_

7. Didactic Presentation Time \_\_\_\_\_ Experiential Presentation Time \_\_\_\_\_

8. Number of Hours \_\_\_\_\_ (exclude breaks, meals, etc.)

9. Include a copy of the Evaluation Form to be used.

10. Include either a draft of the training flyer or a copy of a letter of invitation to other organizations to attend.

11. \_\_\_\_\_  
Organization

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone \_\_\_\_\_

12. PCB Education Provider # \_\_\_\_\_ (if applicable). If you do not have Provider Status, please include \$50 per workshop.

# Information for Providers

PCB

You must submit training for approval **at least 30 days prior** to the training on an on-going basis or submit all trainings your organization plans to present at one time, providing all the pertinent information is available.

Your responsibilities once training has been offered are:

You must provide a certificate of attendance to each attendee. The certificate must carry the attendee's name, the exact title of the training listed on application, name of the organization, the date of the training and the total number of hours awarded to each attendee. Do not change the title or date of the training without notifying PCB in writing. You must indicate on the certificate that the total hours awarded for the training are "PCB Approved Hours" (example "6 PCB Approved Hours of Education).

If an attendee must leave the training prior to its completion, his/her certificate of attendance must reflect the exact amount of time actually attended.

You must maintain attendance sheets for 3 years from date of all PCB approved trainings.

Within 10 days of completion of each PCB approved training, submit an attendance list including name and full address to PCB. PCB will randomly select attendees to inquire about the quality of the training.

Your organization may not advertise that a training is "pending PCB approval." Full PCB approval must be received first in order to use this in promotional materials.