

EDUCATION APPROVAL APPLICATION

Use this form if you are submitting education that is not PCB approved. PCB reserves the right to deny approval of any training.

Fees: \$10 for one training
\$20 for two or more trainings

Please use one form per training.

For a non-approved training: Attach the brochure/flyer that provides title of training, description of training content, date, presenter and name of sponsoring organization. If you do not have the flyer, write the information in the summary below. **Important:** Include a copy of the certificate of attendance.

For non-approved college courses: Attach syllabus or course content and copy of the transcript. A three credit college course is equivalent to 45 hours.

If you are the training presenter, include a letter from sponsoring organization verifying the date, title, and length of training.

For distance learning/online courses, the entire course must be submitted for review. PCB reserves the right to determine how many hours will be granted, which may differ from the hours of the granting organization. PCB reserves the right to deny approval of any distance learning/online course.

Name: _____ Phone: _____

Mailing Address (Print): _____

Email: _____

Training Title: _____ Date: _____

Location of Training: _____ CEU Hours: _____

Name & Credentials of Presenter(s):

Summary of Training:

Sponsoring Organization Name, Address & Phone:

Check/MO (payable to PCB)
 Credit Card (Visa or MasterCard) _____ - _____ - _____ - _____

3-digit code: _____ Exp. Date: _____ Name on Card: _____