

# PENNSYLVANIA CERTIFICATION BOARD

## APPLICATION TO TRAIN FOR PCB

PCB accepts applications to train from all professionals in behavioral health and related fields. Trainers are responsible for all materials needed for the presentation (PowerPoints, handouts, etc.) as well as laptops/computers. PCB will provide projectors and audio/visual equipment as requested. All rooms will be set classroom or theater style. Trainers are paid a stipend of \$250 per 6-hour training. PCB will not underwrite travel expenses or lodging. Training submissions should be 6 hours.

### REQUIREMENTS

1. Summary of the training
2. Learning objectives and goals of the training
3. Bibliography
4. Trainer resume or CV
5. Two professional references with contact information
6. Documentation, summary and contact information from the last two organizations where you trained.

### TRAINING APPLICATION

*Form can be completed and saved. You may then print or email the application to submit to PCB.*

#### TYPE OR PRINT LEGIBLY

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Employer: \_\_\_\_\_ Title: \_\_\_\_\_

Credential(s)/Degrees: \_\_\_\_\_

### TRAINING INFORMATION

Title: \_\_\_\_\_

Audio/Visual Equipment Needs: \_\_\_\_\_

I confirm that the information given is true and complete to the best of my knowledge. I understand that if I am selected to train, I am responsible for paying all travel related expenses and that PCB may check my professional references.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### TO SUBMIT YOUR APPLICATION, CHOOSE ONE OF THE FOLLOWING:

- **EMAIL:** [education@pacertboard.org](mailto:education@pacertboard.org) *NOTE: Only PDFs are acceptable. PCB does not accept photos of applications.*
- **FAX:** 717-540-4458
- **MAIL:** PCB: 298 S. Progress Avenue | Harrisburg, PA 17109