



EDUCATION APPROVAL APPLICATION

ORGANIZATION: IN PERSON TRAININGS

298 S. Progress Avenue, Harrisburg, PA 17109
Phone: 717-540-4455 | Fax: 717-540-4458
www.pacertboard.org | info@pacertboard.org

EDUCATION APPROVAL FOR IN PERSON TRAININGS

This application is for organizations seeking approval of trainings per training they offer. Individuals seeking education approval for recertification need to complete the Individual Education Approval Application for Recertification found at www.pacertboard.org.

REQUIREMENTS FOR EACH TRAINING SUBMITTED FOR APPROVAL

1. \$75 per course. (Unless PCB Provider.)
2. CV or Resume of trainer(s) unless they have been previously approved in the last 12 months.
3. Copy of the Evaluation Form.
4. A draft of any marketing material.
5. Summary of the training, goals and objectives and a detailed daily schedule. Colleges and universities must submit the course syllabus.

REQUIREMENTS FOR THE ORGANIZATION

1. Provide a certificate of attendance to each attendee. The certificate must have 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: "PCB Approved for 6 Hours"). If an attendee must leave the training prior to its completion, their certificate of attendance must reflect the exact amount of time attended.
2. Within 10 days of completion of each PCB approved training, an attendance list including name and email address or full address if there is no email address to PCB must be submitted. PCB may randomly select attendees to inquire about the quality of the training.
3. Your organization may not advertise that a training is "pending PCB approval."
4. You must maintain attendance sheets for three years from training date of all PCB approved trainings.

PCB RESERVES THE RIGHT TO APPROVE OR DENY EDUCATION BASED ON A FULL REVIEW OF CONTENT AND INSTRUCTION.

TO SUBMIT YOUR APPLICATION, CHOOSE ONE OF THE FOLLOWING:

- **EMAIL:** 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

Please allow 5-10 business days for review and processing of your application.

To confirm receipt of your application, or check on the status, you must email education@pacertboard.org.

EDUCATION APPROVAL APPLICATION IN PERSON TRAININGS

Form can be completed and saved. You may then print the appropriate pages to submit to PCB.

TYPE OR PRINT LEGIBLY

Name: _____ Email: _____

Organization: _____

Please list the Sponsoring Organization or Company Name who is responsible for the training.

Website: _____

Address: _____

City: _____ State: _____ Zip: _____

Contact Person: _____ Email: _____

Please list the person who will be responsible for submitting trainings to PCB.

TRAINING INFORMATION

Title: _____

The title on your certificate of attendance must reflect the exact wording above.

Date of Training: _____ Location: _____ Total Hours: _____
City, State *Exclude breaks, meals, etc.*

Name(s) and Credential(s) of Instructor(s): _____

PAYMENT INFORMATION: \$75 FEE MUST ACCOMPANY APPLICATION

PAYMENT (CHECK ONE): Check Money Order VISA MasterCard Discover American Express

Checks & Money Orders made payable to PCB

Number: _____ - _____ - _____ - _____
Sec. Code: _____ Exp. Date: _____ Name on Card: _____

Billing address: _____

Email address for receipt (*credit card only*): _____

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