



CONTACT HOUR APPLICATION

Please provide details below for efficient processing of your CAPPA CEU Application. Applications require up to **6 weeks for processing** before approval is finalized. CAPPA does not approve contact hours for events past the approval date. If you have questions, please contact info@cappa.net.

NAME OF COMPANY/ORGANIZATION			
COMPANY/ORGANIZATION WEBSITE			
ADDRESS		APT/SUITE	
STATE/PROVINCE	COUNTRY	POSTAL CODE	
PRIMARY CONTACT NAME			
PRIMARY CONTACT TITLE			
PRIMARY CONTACT PHONE			
PRIMARY CONTACT EMAIL			
TITLE OF COURSE			
PURPOSE OF COURSE			
DATES OF THE COURSE OFFERING			
# OF CONTINUED EDUCATION HOURS REQUESTED			
SIGNATURE/TITLE			
DATE			

When you are finished with this application (course outline & checklist), please submit the form by scanning and e-mailing the packet and all pertinent documents to info@cappa.net. You can also mail hard copies of all documents to our current mailing address listed on our website footer at www.CAPPA.net.

CAPPA CONTACT HOUR APPLICATION

CONTENT OUTLINE, TIME SCHEDULE, & CHECKLIST

Pricing

Application Fee <i>Non-Refundable, Up to 6 Weeks Processing</i>	\$40
---	------

An [Application Fee](#) of \$40 USD is to be paid at the time this application is submitted. The Application Fee can be paid online or by check. If the course is approved for CAPPA Contact Hours, a representative will contact you about payment for hours priced below:

Contact Hours Offered	Fee
1 - 3	\$20
3.5 - 5	\$30
5.5 - 7	\$40
7.5 - 10	\$50
10.5 +	\$60

CAPPA Contact Hours are approved for use in a one (1) year timeframe, starting from the date the course has been approved.

Pay Fees Online

- Application Fee: <https://cappa.net/product/contact-hour-application-fee/>

Attach the receipt of the order to your application.

Payment with Check

Make the check out to CAPPA or Childbirth and Postpartum Professional Association for the amount of \$40.00 USD and mail to our offices. Please check the CAPPA website for the most updated mailing address.

Course Documentation

CAPPA reserves the right to deny approval based on conflict of interest, inappropriate content, content of a legal nature, and/or content of a controversial nature. Please fill out the necessary information as completely as possible.

Course Description:

Behavioral Objectives	Course Content Outline <i>Main Topics & Subtopics</i>	Time Allotment <i>Schedule & Total Time in Minutes</i>	Instructor & Method	Evaluation Tool/Method <i>i.e. post-test, demonstration of attainment, etc.</i>

Application Checklist on Next Page

Application Checklist

Once you have completed the application, please double-check that all the following materials are included with this packet to ensure a speedy approval process. Thank you so much for applying with us!

- Complete Contact Information Sheet
- Complete Course Description
- Complete Course Outline
- Provide copy of CV/Résumé of the Presenter
- Provide copy of General Program Evaluation Tool (each session must have this)
- Provide copy of all handouts, including dated bibliography
- Provide copy of brochure (may be a draft copy)
- Provide copy of Certificate of Attendance
 - Must include the following:
 - Contact Hours
 - Date of Course
 - Title of Course
 - Place for Name of Recipient/Student
- Name/Address of Person holding attendance records (up to 3 years)
- Application Fee
 - Payment Options:
 - Check
 - [Credit Card](#)