CAPPA
education. support. success.

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.

CAPPA CONTACT HOUR APPLICATION
CONTENT OUTLINE, TIME SCHEDULE, & CHECKLIST

Pricing

If **_ONLY_** offering CEU's once per year, please use the below chart. Once approved we will email you a link to pay the per hour fee for your event.

Contact Hours Offered	Fee
1 - 5	$30 per hour
6 - 10+	$50 per hour

If offering CEU's **_MORE THAN_** once per year, please use the chart below. This will be billed on a monthly basis until canceled. Once approved we will email you a link to pay the monthly fee. You will need to reapply yearly.

Contact Hours Offered	Fee
1-5	$30 per month
6-10+	$50 per month

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 *Main Topics & Subtopics*	Time Allotment *Schedule & Total Time in Minutes*	Instructor & Method	Evaluation Tool/Method *i.e. post-test, demonstration of attainment, etc.*

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)