

EDUCATION APPROVAL APPLICATION

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

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. Include a copy of the certificate of attendance.

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

If you were the 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. VCB reserves the right to determine how many hours will be granted, which may differ from the hours of the granting organization. VCB reserves the right to deny approval of any distance learning/online course.

Name: _____ Email: _____

Title: _____ Date: _____

Location: _____ Hours: _____

Name & Credentials of Presenter(s): _____

Summary of Training:

Sponsoring Organization Name, Address & Phone:
