CE Approval Requirements

Must be submitted prior to the program taken place, request received after the programs cannot be considered. A request must be made in writing mailed to the address above.

If you are an Organization that will be charging a fee for this program you’re seeking approval for you must complete the Application to be a CE Provider and pay the $150 fee. City, State and Federal Government Agencies are exempt. This approval process is for licensee’s wishing to attend a program offered through a non-approved provider or for agencies offering an in-service program to their employees.

With the request letter send the following items:

1. The agenda showing the time with the topics. (including any breaks or lunch)

2. The objectives for the program.

3. A brief bio of the presenter(s)

4. The following information on the program: Location, Time, Date and Contact Information (for registration)

The board appreciates at least 2 weeks advanced notice for CE request. However we do try to work with people if the two-weeks advance notice is not provided, it must be however prior to the program and not on the day of the program.