

## WORKSHOP SPONSOR PRE-APPROVAL FORM

### DIRECTIONS

Thank you for your interest in obtaining pre-approval for Project SCEIs Continuing Education credit. The Sponsor CEU Form is to be submitted by the workshop sponsor at least four weeks prior to the date of the event to request pre-approval of the workshop, conference or webinar. If approval is granted, the sponsor may advertise the pre-approval by Babies Can't Wait for Project SCEIs continuing education credit on the program brochure.

The request, using the attached form, must be emailed, postmarked or faxed to Project SCEIs no less than **four weeks in advance** of the conference, training or workshop date.

The request must meet the following requirements in order to be considered:

- ✓ Completed application including the name of the featured speaker(s) with a resume or vita attached including educational background, highest degree earned, and training or experience in the topic area. If resume is not available please include relevant information on a separate sheet.
- ✓ Program description of the workshop (learning outcomes, content and logistics)
- ✓ Agenda and/or information about hours, dates, location, and learning outcomes.
- ✓ The focus of the conference, training or workshop must address at least one of the following:
  - Children and Families | Birth to 8 (Area 1)
  - Children with Disabilities and Their Families | Birth to 8 (Area 2)
- ✓ Continuing Education hours will be determined according to contact hours of the program. Credit is not given for time at breaks, lunch or in the "housekeeping" elements of the event.

One Hour of Instructional Time = One Contact Hour



**Please submit the following:**

- 1. Completed *Babies Can't Wait | Project SCEIs Continuing Education Workshop Sponsor Pre-Approval Form***
- 2. Proposed agenda including schedule and/or the program brochure**
- 3. Vita or resume of the featured trainer**
- 4. Learning outcomes for the training**

***EMAIL, MAIL OR FAX TO:***

**Project SCEIs CEU Committee**  
Babies Can't Wait  
Dewar College of Education and Human Services  
Valdosta State University  
1500 N. Patterson St.  
Valdosta, GA 31698-0472

**Phone:** 229-259-5518

**Fax:** 229-245-6479

**Email:** [listen@valdosta.edu](mailto:listen@valdosta.edu)

If you have any questions, please contact the Project SCEIs office at 229-259-5518 or [listen@valdosta.edu](mailto:listen@valdosta.edu). Thank you.



### WORKSHOP SPONSOR PRE-APPROVAL FORM

*This form is to be used for pre-approval of conferences, trainings or workshops for continuing education credit through Babies Can't Wait. This form must be emailed, postmarked or fax dated to Project SCEIs at least **FOUR WEEKS PRIOR** to the date of the conference, training or workshop. Upon approval of your workshop, you may advertise pre-approval by Babies Can't Wait | Project SCEIs for continuing education credit on your program brochure.*

#### SECTION I. DEMOGRAPHIC DATA OF THE CONTACT PERSON:

Printed Name: \_\_\_\_\_

Agency/Position Title: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip code: \_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

#### SECTION II. DEMOGRAPHIC DATA OF THE TRAINER:

Printed Name: \_\_\_\_\_

Agency/Position Title: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip code: \_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

***(Please attach a resume or vita of the featured trainer)***

#### SECTION III. PROGRAM INFORMATION:

Conference, Training or Workshop Title: \_\_\_\_\_

Topic(s): \_\_\_\_\_

Content focused on children of what age group? \_\_\_\_\_

Date(s): \_\_\_\_\_ Beginning and Ending Times: \_\_\_\_\_ to \_\_\_\_\_

Venue or Location: \_\_\_\_\_ City: \_\_\_\_\_

May training be posted on Project SCEIs website? \_\_\_\_\_ Yes \_\_\_\_\_ No