

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 to Project SCEIs no less than **four weeks in advance** of the conference, training or workshop date. No exceptions.

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 (content and logistics) and learning objectives
- ✓ Agenda and/or information about hours, dates and location
- ✓ 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 (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 to listen@valdosta.edu:

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 objectives

EMAIL TO:

Email:

listen@valdosta.edu

If you have any questions, please contact the Project SCEIs office at 229-259-5518 or listen@valdosta.edu

BABIES CAN'T WAIT | PROJECT SCEIs
CONTINUING EDUCATION

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*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