



## **Application for In-Service Training Approval**

*Thank you for offering our certified professionals an opportunity to expand their knowledge through in-service trainings.*

**IBC's definition of an in-service training is: The education and training which occurs within the applicant's agency, only for agency staff and conducted only by agency staff.**

*Please note that each attendee must receive a certificate of completion or a letter from the trainer/sponsor to verify program completion; this verification shall include the participant's name, date and title of the training, an official signature, a notation that this was an IBC Approved In-service training and indication of the number & category of IBC-approved hours (i.e. "IBC approved for 3.0 hours in Special Populations").*

**The fee charged to you for training is reflected on the attached "Price Sheet and Order Form" which also must be completed and mailed with this application.**

**Training Title:**

**Training Date(s):**

**Training Sponsor(s):**

**Training Location(s) & Address:**

**Name(s) of presenter(s):**

**Number of CEUs Requested: \_\_\_\_\_**

**IBC correspondence regarding CEU approval should be sent to:**

Name:

Complete Address:

Telephone Number:

**Attach with this form:**

- Training goals and objectives
- Timed agenda (include break times)
- PLEASE DO NOT SEND POWERPOINT PRESENTATIONS OR OTHER MATERIALS UNLESS REQUESTED BY IBC

**This form may be mailed to IBC at: 225 NW School St., Ankeny, IA – 50023, or it can be faxed to IBC at 515-965-5540. Confirmation of CEU approval along with an invoice will be mailed within one week, and payment to IBC is required within 30 days of invoice receipt or a \$10.00 late fee will be added every 15 days.**



## In-service Program Approvals Fact Sheet

IBC's definition of an in-service training is: "The education and training which occurs within the applicant's agency, only for agency staff and conducted only by agency staff." In order for applicants to use in-service hours for certification or recertification, the training must be approved by IBC.

### The following training hours are calculated per fiscal year, July 1-June 30.

1-20 hours of training	\$10.00/hour
21-50 hours of training	\$ 9.00/hour
51-99 hours of training	\$ 8.00/hour
100+ hours of training	\$ 7.50/hour

### Two Options:

- **Pre-Pay Plan:** An organization can purchase a package for any number of hours they wish to apply during the fiscal year of July 1-June 30, **pre-pay** for those hours and receive a 10% discount.  
**Example:** An organization could purchase 30 hours of training at \$9.00/hour = \$270.00, less 10% discount, for a total of \$243.00. IBC will keep track of how many hours of training are used. Organizations can purchase as many packages throughout the fiscal year as they wish.
- **Pay as needed:** An organization may apply for and receive approval on an as-needed basis. IBC will bill them at the appropriate rate and track hours.  
**Example:** An organization occasionally applies for in-service approval...for every hour up to 20 total hours, the cost is \$10.00/hour. Once the organization hits 21 hours, the cost per hour will be \$9.00/hour.

In addition, there will be a 25% discount off each organization's first package purchase between July 1, 2010 and September 30, 2010.



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## In-service Price Sheet and Order Form

### In-service pricing per fiscal year (July 1-June 30)

1-20 hours of training	\$10.00/hour
21-50 hours of training	\$ 9.00/hour
51-99 hours of training	\$ 8.00/hour
100+ hours of training	\$ 7.50/hour

### Purchase Options (check one):

\_\_\_\_\_ We would like to purchase an in-service package for \_\_\_\_\_ hours which may be used during the fiscal year of July 1-June 30. By doing so, we understand that we will be billed for the full number of hours at the rate indicated above and have until June 30, 2011 to use them. Our invoice will reflect a 10% discount off the total amount. \*\*

Example: An organization could purchase 30 hours of training at \$9.00/hour = \$270.00, less the 10% discount, for a total of \$243.00. IBC will keep track of how many hours of training are used.

\_\_\_\_\_ We would like to receive CEU in-service approval for this training only.

Example: An organization occasionally applies for in-service approval...for every hour up to 20 total hours, the cost is \$10.00/hour. Once the organization hits 21 hours, the cost per hour will be \$9.00/hour.

**\*\* There will be an additional 25% discount off each organization's first package purchase between July 1, 2010 and September 30, 2010.**

Organization \_\_\_\_\_

Contact Person \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_



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## Credit Card Payment Authorization

**Check one:**  Visa  MasterCard  Other \_\_\_\_\_

Name \_\_\_\_\_

Card # \_\_\_\_\_

Billing \_\_\_\_\_  
Address \_\_\_\_\_

Expiration Date \_\_\_\_\_

Security Code \_\_\_\_\_

IBC Fees: \$ \_\_\_\_\_

\*Processing Fee: \$ 5.00

Amount to Charge \$ \_\_\_\_\_ (Total of IBC Fees and Processing Fee)

\*Credit Card processing fee

Signature \_\_\_\_\_ Date \_\_\_\_\_

*In case I owe more or less than the amount shown above, I give IBC permission to charge my credit card the total amount owed and understand that IBC will contact me via email or phone to confirm this amount.*

Signature \_\_\_\_\_ Date \_\_\_\_\_

**\*Note:** Please carefully check the amount owed – every credit card charge will be assessed a \$5.00 fee, regardless of the amount of charge. Fees are clearly indicated for all services/products; you are welcome to call the IBC office at 515-965-5509 if you have questions regarding specific fees.