



Iowa Board  
of Certification

## APPLICATION FOR CEU APPROVAL

Thank you for offering our certified professionals an opportunity to expand their knowledge through workshops, programs and seminars. Once approved by IBC, these workshops will be placed on the IBC web site for easy access by our professionals. **Please note that each attendee must receive a certificate or a letter from the trainer or sponsor to verify program completion; this verification shall have the participant's name, date, and title of the training, an official signature and indication of the number & category of IBC-approved hours (i.e. "IBC approved for 3.0 hours in Special Populations").**

The fee for approval for 3.0 hours or more is equal to the cost of one registration fee for the workshop, but not less than \$50.00. If the training is under three hours, the processing fee will be \$20.00. **Please note that if the workshop/training is presented on more than one time/date/location, this fee applies for each time/date/location (except ICN).**

Training Title:

Is this an In-Service Training? Yes \_\_\_ No \_\_\_  
(If yes, this must be indicated on attendee's certificate)

Training Date(s):

Training Sponsor(s):

Training Location(s) & Address:

Name(s) of presenter(s):

Cost of Registration Fee:

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

May other substance abuse professionals attend this program?  
If yes, whom should they contact for registration information?

Yes \_\_\_ or No \_\_\_

Name:

Telephone Number:

IBC correspondence regarding CEU approval should be sent to:

Name:

Complete Address:

Telephone Number:

Attach with this form:

- Training goals and objectives
- Timed agenda listing registration, breaks, meals, and instructions

This form may be mailed to IBC at: 3850 Merle Hay Rd., Suite 303, Des Moines, IA – 50310, or it can be faxed to IBC at 515-334-9025. Confirmation of CEU approval along with an invoice for fee being charged 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 past 30.