



## 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").**

**Cost:** If the training is under three hours, the approval fee will be **\$25.00**. The approval fee for 3.0 - 7.0 hours is equal to the cost of one registration fee for the training, but not less than **\$60.00**. For trainings more than 7.0 hours, the cost is equal to the cost of one registration fee, but not less than **\$120.00**. **Please note that if the identical training is presented on more than one time/date/location, and reflected on this same application, the full fee will be charged for the first training and a 25% discount will be given for each consecutive training.**

Training Title:

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

Date(s):

Is this a webinar? Yes  No   
(If yes, this must be indicated on attendee's certificate)

Sponsor(s):

Location(s) & Address:

Presenter(s):

Participant Registration Fee: \_\_\_\_\_

Total Training Hours Requested: \_\_\_\_\_

**May other professionals attend this program?  
If yes, whom should they contact to register?**

Yes  No

Name:

Telephone Number/Website for Registration:

**IBC correspondence regarding training approval/fees should be sent to:**

Name:

Complete Address:

Telephone Number:

**Attach with this form:**

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

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. **Or, you may complete the Credit Card Payment Form and we will charge your credit card accordingly (a \$5.00 fee will be added).**



Iowa Board  
of Certification

## 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.