



Iowa Board
of Certification

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”).

Approval fee is \$10.00 per inservice training hour.

Training Title: _____

Training Date(s): _____

Training Sponsor(s): _____

Training Location(s) & Address:

Name(s) of presenter(s): _____ **# CEUs Requested:** _____

IBC correspondence regarding CEU approval should be sent to (invoice will be emailed):

Name: _____

Email: _____

Telephone Number: _____

Attach with this form:

- Training goals and objectives
- Timed agenda (include break times)

This form may be emailed to IBC at info@iowabc.org, faxed to 515-965-5540 or mailed to: 225 NW School St., Ankeny, IA – 50023. Confirmation of CEU approval along with an invoice will be mailed within 5-10 business days, and payment to IBC is required within 30 days of invoice receipt or a \$10.00 late fee will be added every 15 days.