



APPLICATION FOR CEU APPROVAL

Please note that each attendee must receive a certificate or a letter from the trainer or sponsor to verify program completion and approval by IBC; this certificate/letter shall have the participant's name, date, title of the training (exactly as indicated on this application), and indication of the number & category of IBC-approved hours (i.e. "IBC approved for 3.0 hours in Special Populations").

Cost:

- 1.0 – 2.75 hours: The approval fee will be **\$25.00**
- 3.0 – 6.75 hours: The approval fee is equal to the cost of one registration fee for the training, but not less than **\$60.00**
- 7.0 - 11.75 hours: The approval fee is equal to the cost of one registration fee for the training, but not less than **\$120.00**
- For trainings of 12.0 or more hours, **the fee is the greater of \$120.00 or \$10.00 per hour of approved training** (each break-out is counted)

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 **In-service is a training that is for staff only & presented by staff only**

Training Date(s): _____ Sponsor(s): _____

Location(s) & Address: _____ Presenter(s): _____

Participant Registration Fee: _____ Total Training Hours Requested: _____

May other professionals attend this program? Yes No
If yes, whom should they contact to register?

Name: _____

Phone/email and/or website for Registration: _____

IBC correspondence regarding training approval/fees should be sent to: (Note: Invoice will be emailed)

Name: _____

Email: _____

Telephone Number: _____

Attach with this form:

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

This completed 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 one week, and payment to IBC is required within **30 days** or by date indicated on the invoice. A \$10.00 late fee will be assessed every 15 days past the due date with a new invoice being sent each time the late fee is assessed.