



**Training Approval Application – DUE 30 DAYS PRIOR TO EVENT**

*Please attach a brief summary of the training event including the goals and learning objectives as well as an event outline/training agenda which indicates the time/topic/presenter of all events/sessions and breaks. Also, please include the resume/bio of all presenter(s) with this application.*

**Please Print or Type Clearly**

Title of Training: \_\_\_\_\_

Date(s) of Training: \_\_\_\_\_

Will this training be offer throughout the year multiple times:    YES                    NO

Location of Training: \_\_\_\_\_

Name and Credential(s) of Presenter/Organizer: \_\_\_\_\_

Type of Training (workshop, in-service, conference, etc.): \_\_\_\_\_

Number of contact hours requested (not including breaks and meals): \_\_\_\_\_

Cost per person (if applicable): \_\_\_\_\_ Number of Sessions: \_\_\_\_\_

Sponsoring Organization: \_\_\_\_\_

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

Address: \_\_\_\_\_

E-Mail: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**Attachments that must accompany your application:**

- Outline/Training Agenda/Learning Objectives of Session(s)
- Resume/Bio of all Presenter(s)
- Training Approval Fee - *Your application will not be reviewed without payment*

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Trainings without registration fees:**

\$25 per course or:  
 3-5 trainings per year \$75  
 6-10 trainings per year \$150  
 11-15 trainings per year \$200  
 16-20 trainings per year \$250  
 21 or above at a contracted rate

**Trainings with registration fees:**

\$35 per course (6 or fewer) or:  
 7-10 trainings per year \$250  
 11-15 trainings per year \$300  
 16-20 trainings per year \$350  
 21-40 training institute \$400  
 41 or above at a contracted rate

Conference Fee - \$100.00/per day  
 College Course – \$100.00/45 hour max

*Questions, please email [info@ctcertboard.org](mailto:info@ctcertboard.org)*