

VCB EDUCATION APPROVAL APPLICATION

for distance learning courses

Trainings must be submitted for approval **at least 60 days prior** to the training on an on-going basis or submit all trainings your organization plans to present at one time, providing all the pertinent information as available. The following must be included with this application:

1. Fee of \$50 per course for a 12-month period.
2. Brief summary of distance learning course.
3. Entire distance learning course.

VCB reserves the right to approve or deny education. Your organization may not advertise that a training is "pending VCB approval." Full VCB approval must be received first in order to use this in promotional materials.

Company Name: _____

VCB Education Provider Number (if applicable): _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Contact Person: _____ **Phone:** _____

Email: _____

Name of Course: _____

The title on your certificate of attendance must reflect the exact wording above.

Number of Hours: _____

How were the hours determined? _____

Non-refundable fee can be paid using Check/Money Order (payable to VCB), Visa, MasterCard or Discover

For credit card users: _____ - _____ - _____ - _____

Expiration Date: _____ 3 digit code: _____ Signature: _____