EDUCATION APPROVAL APPLICATION

ORGANIZATION: IN-PERSON TRAININGS

This application is for organizations seeking approval of trainings per training they offer. Individuals seeking education approval for recertification need to complete the Individual Education Approval Application for Recertification found at www.vacertboard.org.

REQUIREMENTS FOR EACH TRAINING SUBMITTED FOR APPROVAL

1. $65 per course. (Unless VCB Provider.)
2. Application for approval must be submitted at least 30 days prior to scheduled training/event.
3. CV or Resume of trainer(s) unless they have been previously approved in the last 12 months.
4. Copy of the Evaluation Form.
5. A draft of any marketing material.
6. Summary of the training, goals and objectives and a detailed daily schedule. Colleges and universities must submit the course syllabus. Educational content submitted for approval, must be focused on evidence - based and best practice content that is well established and consistent with the educational domains of those certified.
7. List of references/citations used to develop the training content
8. Copy of PowerPoint and handouts used for the training

REQUIREMENTS FOR THE ORGANIZATION

1. Provide a certificate of attendance to each attendee. The certificate must have the attendee's name, the exact title of the training listed on application, name of the organization, the date of the training and the total number of hours awarded to each attendee. Do not change the title or date of the training without notifying VCB in writing. You must indicate on the certificate that the total hours awarded for the training are "VCB Approved Hours" (example: "VCB Approved for 6 Hours"). If an attendee must leave the training prior to its completion, their certificate of attendance must reflect the exact amount of time attended.
2. Within 10 days of completion of each VCB approved training, an attendance list including name and email address or full address if there is no email address to VCB must be submitted. VCB may randomly select attendees to inquire about the quality of the training.
3. Your organization may not advertise that a training is "pending VCB approval."
4. You must maintain attendance sheets for three years from training date of all VCB approved trainings.

VCB RESERVES THE RIGHT TO APPROVE OR DENY EDUCATION BASED ON A FULL REVIEW OF CONTENT AND INSTRUCTION.

EDUCATION APPROVAL APPLICATION IN PERSON TRAININGS

Form can be completed and saved. You may then print the appropriate pages to submit to VCB.

TYPE OR PRINT LEGIBLY

Name: _____   Email: _____

Organization: _____
Please list the Organization or Company Name who is responsible for the training.

Website: _____

Address: _____

City: _____   State: _____   Zip: _____

Contact Person: _____   Email: _____
Please list the person who will be responsible for submitting trainings to VCB.

TRAINING INFORMATION

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

Date of Training: _____   Location: _____   Total Hours: _____
City, State   *Exclude breaks, meals, etc.*

Name(s) and Credential(s) of Instructor(s): _____
_____

PAYMENT INFORMATION: $65 FEE MUST ACCOMPANY APPLICATION

PAYMENT (CHECK ONE): ☐ Check ☐ Money Order ☐ VISA ☐ MasterCard ☐ Discover ☐ American Express
Checks & Money Orders made payable to VCB

Number: _____ - _____ - _____ - _____

Sec. Code: _____   Exp. Date: _____   Name on Card: _____

Billing address: _____

Email address for receipt *(credit card only)*: _____

TO SUBMIT YOUR APPLICATION, CHOOSE <u>ONE</u> OF THE FOLLOWING:

- **EMAIL:** info@vacertboard.org. *NOTE: Only PDFs are acceptable. VCB does not accept photos of applications.*
- **FAX:** 717-540-4458
- **MAIL:** VCB: 298 S. Progress Avenue | Harrisburg, PA 17109

Please allow 5-10 business days for review and processing of your application.
To confirm receipt of your application, or check on the status, you must email info@vacertboard.org.