



EDUCATION APPROVAL APPLICATION

ORGANIZATION: ONLINE TRAININGS

298 S. Progress Avenue, Harrisburg, PA 17109
Phone: 804-741-2319 | Fax: 717-540-4458
www.vacertboard.org | info@vacertboard.org

EDUCATION APPROVAL FOR ONLINE TRAININGS

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

ON-DEMAND: Online trainings that professionals may take at any time. Depending on content and number of trainings submitted, review and approval may take up to 60 days.

LIVE WEBINARS: If you are submitting an online training that has a live component for approval, it must be submitted at least 30 days prior to the scheduled date.

REQUIREMENTS FOR EACH TRAINING SUBMITTED FOR APPROVAL

1. \$65 per course. (Unless VCB Provider.)
2. Summary of training.
3. Entire online training or link and access to content.
4. Example of pre and/or posttest for online training with clear requirements to pass or fail.
5. Brief description of how the hours were determined.
6. CV or Resume of trainer(s) unless they have been previously approved in the last 12 months.
7. Copy of the Evaluation Form.
8. A draft of any marketing material.

REQUIREMENTS FOR THE ORGANIZATION

1. Provide a certificate of completion to each participant. The certificate must have the participant'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 participant. 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").
2. A participant list must be submitted to VCB quarterly that includes the name and email address or full address if there is no email address. VCB may randomly select participants 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 participation 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.

TO SUBMIT YOUR APPLICATION, CHOOSE ONE 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

To confirm receipt of your application, or check on the status, you must email info@vacertboard.org.

EDUCATION APPROVAL APPLICATION ONLINE 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 Sponsoring 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 completion 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*): _____

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