

Application for Continuing Education Points for a Workshop/Webinar

Submitter information

Contact*:

Email:

*Contact is responsible for submitting the attendee list to the Continuing Education Points Sub-Committee chairs upon completion of the workshop/webinar.

Agency/Company/Lab:

Address:

Phone Number:

Workshop/Webinar information

Name:

Date(s) and Time:

Content/Subject/Purpose (**must attach agenda**):

Sponsor (if different from Agency/Company/Lab above):

Proceeds (registration fee) go towards/support:

Attendance Policy (**Workshops/webinars should be open to all AOSA and SCST members and to interested parties.** Please state if there are any exclusions or if preference is given to certain organizations or regions, etc.):

Instructions

- Return this form plus agenda to Teaching and Training Committee chairs and Continuing Education Points Sub-Committee chairs (Anitra Walker Anitra.Walker@usda.gov, Angie Croft acroft@growmark.com, Leanna Leach lleach@scda.sc.gov, and Kathy Mathiason katherine.mathiason@sdstate.edu).

- **Incomplete applications will be returned.**

- Please allow sufficient time for review and approval (**two weeks**). Approval must occur before requesting the AOSA/SCST administrative office to post/advertise the workshop/webinar. The posting/advertising request shall be submitted to the administrative office a minimum of 30 days in advance (**see AOSA/SCST Webinar/Workshop Posting Request Policy**). Failure to receive point approval before holding the event will result in NO continuing education points being awarded.

AOSA/SCST Official Use

Points to be awarded upon completion of workshop/webinar: _____

Approval Date and Initials: _____