

Application for Continuing Education Points
***to be filled out by host **incomplete applications will be returned**

Workshop ☐ Annual meeting workshop ☐ agenda attached ☐
Webinar ☐ Individualized training ☐ *required

Instructions:

- return this form plus agenda to Teaching & Training Committee chairs and Continuing Education Points Sub-Committee chairs (contact info at bottom).
- allow **two weeks** for agenda review and point approval
- receive point approval **before** requesting announcement/advertisement/posting from Administrative office
- submit announcement/advertisement/posting request to Administrative office no less than 30 days in advance of event (**see AOSA/SCST Webinar/Workshop Posting Request Policy**)

*** failure to receive point approval before hosting an event will result in NO CE points being awarded**

Event information: Name/Title:

Date/Time:

Brief description:

Sponsor (if different than Submitter):

Registration fee supports or goes to:

Attendance Policy (**Note: event should be open to all AOSA/SCST members.** Please list any preferences [i.e. organization/region/skill level] or exclusions):

Submitter information:

Contact*:

*must submit attendee list to the Continuing Ed Points chairs upon completion of the event

Agency/Company/Lab:

Phone Number:

Address:

Email:

AOSA/SCST Official Use

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

Approval Date and Initials: _____

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