

## Application for Continuing Education Points for a Workshop/Webinar

Contact\*:

Agency/Company/Lab:

Address:

Phone Number:

Email:

Workshop/Webinar Name:

Date and Time of Workshop/Webinar:

Workshop/Webinar Content/Subject/Purpose (\*\*must attach agenda\*\*):

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.):

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

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Return this form **plus agenda** to Teaching and Training Committee chairs and Continuing Education Points Sub-Committee chairs (Angela Croft, Anitra Walker, Kathy Mathiason, and Leanna Leach).

Please allow sufficient time for review and approval by chairpersons (**two weeks**). Approval must occur before asking 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.

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*AOSA/SCST Official Use*

Points to be awarded upon completion of workshop/webinar: \_\_\_\_\_

Approval Date and Initials: \_\_\_\_\_