

TEACH 004-01
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.

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.

AOSA/SCST Official Use

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

Approval Date and Initials: _____