

CONTINUING EDUCATION PRE-APPROVAL FORM

Your Name _____

Email Address _____

Mailing Address _____

City _____ State _____ Zip _____

Phone _____

Check One:

Lay Minister Licensed Minister Bishop

Church _____

Ministry License # _____

Course or Event Information:

1. Name of Course or Event: _____

2. Name of Presenter: _____

3. Event Location: _____

4. Sponsoring Organization: _____

5. Are you requesting pre-approval to sponsor the course/seminar or attend?

Sponsoring Attending

6. If you wish to sponsor a course, seminar, or training event and are seeking accreditation, what member of the state leadership team is a part of your teaching or facilitation staff?

If you have not yet contacted someone yet to facilitate your training, in what areas can we help?

Children Youth Technology Church

Health Other (Describe below)

Describe: _____

7. Provide the date(s) and amount of actual class time associated with the training course/ seminar that will be presented or attended. This will assist with the valuation of continuing education credits. _____

8. Provide printed course and event material with this form. If a printed course or event description is not available, provide a description:

9. Check the following group most closely affiliated with the sponsor of the course or event you will be attending or sponsoring for which you are seeking pre-approval.

- COGOP International Offices
- COGOP North America
- COGOP District or Region
- Local Church
- Kingdom Partners

(Events sponsored by ministries other than the COGOP)

Other, Please Specify _____

This form must be submitted for pre-approving an event for continuing education credit.
Mail or scan and email this and other material to your National/Regional/State Bishop's Office

NRS OFFICE USE ONLY	
Approved <input type="checkbox"/> YES <input type="checkbox"/> NO	Credits Approved _____
Date Submitted _____	Date Approved _____

Continuing Education Credit Pre-Approval Instructions

Sponsors of meetings and events potentially eligible for continuing education credits are encouraged to seek pre-approval early in the event planning process. Pre-approval is a requirement to qualify for continuing education credits (CECs). This also applies to those seeking approval for an event they will be attending that does not have a CEC valuation already assigned.

The pre-approving of an event for CE credit:

1. provides assurance to event attendees that the NRS will accept their work for CE credit
2. allows an NRS bishop's office, or Leadership Development Department, to come alongside those sponsoring the event for assistance and greater effectiveness
3. allows the sponsor to market their event as approved by the NRS bishop's office for continuing education credit, increasing the event's attractiveness to prospective attendees and allowing better responsiveness to the needs of ministers by the state/regional offices

The sponsor should complete the pre-approval form 30 days before the continuing education event and submit it by email or mail, along with descriptions of the event, to the national/regional/state bishop's office, with attention to "Attention: Continuing Education Pre-approval."

This pre-approval form may also be used by prospective attendees who wish to receive CECs for an event that has not been pre-approved by the event's sponsor.

The process for pre-approving an event will be as follows:

1. The event sponsor submits a completed pre-approval form and the event description to the national/regional/state (NRS) bishop's office. If the event does not have a formal printed description, there is space on the form for an event description. Attach a separate description page if necessary. Send as much information about the course or event as possible.
2. Once the submitted form and description are reviewed, if approved, a copy of the document will be returned to the sponsor/attendee. For events disapproved, the form will be returned with the NO box marked with an explanation stating why the NRS bishop's office found the event unacceptable for continuing education credit.
3. The sponsor should provide the event attendees with the pre-approval credit valuation. All marketing and advertising of the event should display the CEC valuation logo with the appropriate number of CECs for the event. The state/regional office can provide that logo upon event approval. The attendees should be instructed to include that CEC number in their year-end CEC report with the name and date of their event.
4. If an event attendee received pre-approval, they should provide the CEC number on their year-end Continuing Education Submissions form.