



APPLICATION FOR CEU APPROVAL

Please note that each attendee must receive a certificate or a letter from the trainer/sponsor to verify program completion and approval by IBC; this certificate/letter shall have the participant's name, date, title of the training (exactly as indicated on this application), and indication of the number & category of IBC-approved hours (i.e. "IBC approved for 3.0 hours in Special Populations").

Approval Fees (invoiced to training sponsor):

- 1.0 – 2.75 hours: The approval fee is **\$30.00**
- 3.0 – 6.75 hours: The approval fee is equal to the cost of one registration fee for the training, but not less than **\$70.00**
- 7.0 - 11.75 hours: The approval fee is equal to the cost of one registration fee for the training, but not less than **\$135.00**
- For trainings of 12.0 or more hours, **the fee is the greater of \$135.00 or \$10.00 per hour of approved training** (each break-out is counted)

Please note that if the identical training is presented on more than one time/date/location, and reflected on this same application, the full fee will be charged for the first training and a 25% discount will be given for each consecutive training.

Attach with this form:

- Training goals and objectives
- Timed agenda listing training sessions, breaks, and meals

This completed form may be emailed to IBC at info@iowabc.org. Confirmation of CEU approval along with an invoice will be mailed within one week, and payment to IBC is required within 30 days or by date indicated on the invoice. A \$10.00 late fee will be assessed every 15 days past the due date with a new invoice being sent each time the late fee is assessed.

Process for IBC Approval of Trainings

1. The training sponsor is to fully complete this *Application for CEU Approval*. It is expected that the Application form be submitted to IBC prior to the training date.
2. Only trainings applicable to IBC certified professionals will be approved.
3. Only actual training time will be approved – IBC will not approve time spent in breaks, lunch, networking, etc.
4. The completed *Application for CEU Approval* is to be submitted to the IBC office via email info@iowabc.org
 - A timed agenda showing training times, breaks, meals, etc.
 - Brief training goals/objectives
5. IBC will not approve trainings if the trainer has had their credential revoked or suspended, or if the trainer is currently in the process of meeting an ethics sanction.
6. Following review of application materials and approval, the training sponsor will be emailed an invoice. Payment is expected within 30 days; a \$10.00 late fee is assessed every 15 days past the 30-day due date.
7. Approved trainings that are open to the public will be posted on the IBC website. In-services or trainings that are not open to the public, will not be posted on the IBC website.
8. If a training needs to be cancelled or changed, contact the IBC office at info@iowabc.org or call 515-965-5509.



IOWA BOARD
OF CERTIFICATION

CEU Application:
Training Information

Training Title: _____

Training Date(s): _____

Time Training Begins: _____ Time Training Ends: _____

Speaker Name(s) and Credential(s): _____

Training Sponsor(s): _____

Training Location(s) & Address: _____

Participant Registration Fee: _____ Total Training Hours Requested: _____

Is this an In-Service Training? Yes ___ No ___ (In-Service is a training that is for staff only and presented by staff only)

May other professionals attend this program? Yes _____ No _____

If yes, provide registration link: _____

IBC correspondence regarding training approval/fees should be sent to: *(Note: Invoice will be emailed)*

Name: _____

Email: _____ Phone: _____