

Application for Course Approval Virginia Court Clerks' Association

When Used: Use only to apply for approval of and contact hour credit for coursework that has NOT been pre-accredited by the Compensation Board. To be considered for Career Development Program education credit, course approval must be obtained BEFORE attending the course.

All Applications must include attachment copies of:

- a. Time Schedule or Agenda of Course (required to compute approvable credit hours);**
- b. Table of Contents AND a sample of materials from each session; and**
- c. Faculty name(s) and credentials.**

Name of Sponsor offering the Course: _____

Sponsor Address: _____

Sponsor Phone: _____ E-mail address: _____

Web address: _____

Title of Program: _____

Date(s): _____ Location(s): _____

Check all that apply to this presentation:

Type: LIVE ONLINE WEBCAST TELEPHONE

Course Materials are distributed: Before program At program

Course Registration Fee: \$ _____

Total Credit hours: _____ [Only sessions with written materials are approvable]

Number of participants anticipated: _____ Will attendance be monitored? (Y) (N)

Course completion will be verified by: Certificate Transcript Other _____

Signature of Clerk Date

For CERTIFICATION REVIEW COMMITTEE use only: Application for Course Approval

Granted. Course contact hours approved: _____

Denied Reason: _____

Date: _____

(Application for Course Approval 3/17)