

Request for Approval of Continuing Education Training

(This request must be submitted 30 days before or after the training and be accompanied by the required \$25 fee)

Title of Training: _____

Sponsoring Agency: _____

Date of Training: _____

Location of Training (City/State): _____

Training Instructor(s): _____

Qualifications of Instructor(s): (Sponsoring Agency attach Vitae for Instructors) _____

Type of Training: Conference/Workshop/Lecture In-Service Training Online Training Presentation

Type of Hours Requested (total number by category): _____ General _____ Ethics _____ Supervision

(Actual session hours – breaks and meals will not be counted in the number of approved hours)

Documentation of the training must be attached to this form. Include a printed program, agenda, or brochure with the topics offered and a complete schedule of the training (actual hours for sessions, breaks and lunches, etc.)

Person submitting this form (check one):

I am an individual licensee **OR** I am an agency sponsor representative

Name: _____

Address: _____

City: _____ State: _____

Phone: _____ E-mail: _____

**COMPLETE THE ABOVE INFORMATION AND SUBMIT THE REQUIRED SUPPORTING DOCUMENT AND \$25 FEE TO:
SD BOARD OF EXAMINERS FOR COUNSELORS & MARRIAGE AND FAMILY THERAPISTS
PO BOX 340, PIERRE, SD 57501**

APPROVAL: The Board of Examiners for Counselors & Marriage and Family Therapists will complete this section and a copy of the form will be returned to you via e-mail. An approved training is assigned a number to be used as a reference for individual licensees for renewing a license and to be provided by the Sponsor Agency to all attendees of approved trainings.

THIS TRAINING IS APPROVED FOR CONTINUING EDUCATION FOR THE BOARD OF EXAMINERS FOR COUNSELORS AND MARRIAGE AND FAMILY THERAPISTS FOR THE FOLLOWING HOURS:

_____ General Hours _____ Ethics Hours _____ Supervision Hours

Authorized Signature

Date

BCE Course Number