CERTIFICATION ACTIVITY APPROVAL FORM

Rev. 12/06 Chapter # _____

Check One: _____ Pre-Program Approval (for group and chapter activities). Allow a minimum of three (3) weeks for processing.

_____ Post-Program Approval (for individuals, group, and chapter activities). Submit within thirty (30) days of completion of activity.

_____ Course Work Approval (for completion of academic course work). Include official grade report or transcript. Submit within six (6) months of completion of academic course work.

Type of Activity _____

Location of Activity _____

Date of Meeting _____

Number Clock Hours Requested _____ Date Submitted _____

Submitted by: _____

Address: _____

Phone # : _____ E-mail : _____

Enclose or e-mail a copy of the program including the following information:

- Name of speaker
- Speaker's qualifications
- Title and Length of Program
- List knowledge or skills to be gained by participants
- For course work, attach catalog or course outline

_____

_____

Prepare in **duplicate**. Send two copies to Elizabeth Wimmer 5130 Hildebrand Road, Roanoke VA 24012. One copy will be returned for your records. **INCOMPLETE FORMS WILL NOT BE PROCESSED.** If e-mailing send completed forms and attach supporting documentation to elwimmer@aol.com

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(OFFICIAL USE ONLY)

_____ _____

(Approved) (Credit Hours)

_____ _____

(Not Approved) (Date)