

**STATE OF IDAHO**  
**DIVISION OF OCCUPATIONAL AND PROFESSIONAL LICENSES**  
**11341 W. Chinden Blvd., Boise, ID 83714 or**  
**PO Box 83720 Boise, ID 83720-0063**

**EDUCATION APPROVAL APPLICATION**

**This is a "request for approval" application for entry education or continuing education offerings not otherwise approved by the Board. It must be completed in its entirety. If additional space is needed, add separate pages and note the corresponding item number on your response.** All advertisement brochures and/or promotional materials if used, must accompany the application. A course syllabus or outline, together with a copy of all training materials for any course listed, and a resume' listing the instructor's qualifications and affiliations must also accompany this application. Applications must be received well before the offering date to allow the Board adequate time to review the materials. **Check the applicable Board Laws and Rules for applicable deadlines.** The Board may deny credit for any course that does not meet the requirements of Idaho Law or Rule. Please review the requirements before submitting your request.

**Course, Seminar or Conference Title:** \_\_\_\_\_

**Relevant Profession(s):** \_\_\_\_\_

1. Sponsoring Organization or Institution: \_\_\_\_\_

2. Applicant Contact information:

Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Address: \_\_\_\_\_

Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

3. Name of cosponsor (if applicable): \_\_\_\_\_

4. Date(s) and Locations of offerings:

From \_\_\_\_\_ To \_\_\_\_\_ Locations: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

5. Fee to be charged: \$ \_\_\_\_\_ Fee includes: \_\_\_\_\_

6. What best identifies the educational experience?

Lecture      Conference      Forum      Workshop      Home Study      Distance Learning

Other: \_\_\_\_\_

7. Provide the name of attendance officer, and the method of certifying/assuring attendance, and who maintains original attendance records for verification? (Attach a copy of the attendance certificate that will be provided to each attendee. The licensee is required to maintain proof of attendance.)

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8. Is an examination part of the course? YES      NO  
If YES, attach a description of the process.

9. Is a course evaluation form provided to attendees? YES      NO  
If YES, attach a copy of the form.

10. Has this course been approved for education or continuing education credit by any local, state, or national entity? YES      NO

If YES, enter name of approving entity and attach a copy of the approval document:

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11. Attach a course agenda, a list of all training materials, texts, videos, CDs, tapes, and a list of any equipment to be used. (The Board may request to review materials, but do not submit with application.)

12. Are any promotional publications or advertisements being used? YES      NO  
If YES, please attach one copy of each (final drafts are acceptable).

13. Does this course either promote a product or apparatus or offer a product or apparatus to those attending? YES      NO

*If YES, this must be explained on a separate attachment to this application and disclosed in any advertising.*

14. Will those attending be given a product as a gift or at a reduced price? YES      NO  
If YES, please explain on a separate attachment to this application.

### **COURSE ADDENDUM**

Complete the Course Program Addendum by listing the name(s) of instructor(s), exact hours per day each course is scheduled to run, the CEU's (or clock hours) being requested for approval, whether a course is relevant to one or more specific disciplines or license types, and whether or not approval for Pre-Licensure credit is being requested.

An instructor resume' and course agenda must be submitted for each instructor and course listed (show hours in full hours or by 15 minute increments).

Instructor Name	Course Title	Hrs.	CEUs
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

(If you need additional space for more courses, please attach a separate listing that includes the requested information.)

Upon completion, this application must be **printed in hard copy and signed and notarized**. Submit the completed application together with all of the requested supporting documentation to the Division of Occupational and Professional Licenses at the address noted.

**EDUCATION APPROVAL APPLICATION AFFIDAVIT**

I hereby certify that all information listed on this application and on the attached material is true and correct; that the proposed training is described accurately and completely; and that nothing has been omitted. I understand that the Board may request additional information and may delay or deny this application should requested information not be received.

Print name: \_\_\_\_\_

Title: \_\_\_\_\_

\_\_\_\_\_  
Signature:

(seal)