Arkansas State Board of Chiropractic Examiners

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CONTINUING EDUCATION PRE-APPROVAL REQUEST FORM

1. Sponsor Name:_____
2. Course/Seminar Name: _____
3. Payment must be included for processing. The fee is $5 per every credit hour of instruction for each seminar per subject material, per calendar year.

   Whole numbers only. If requesting partial hours [0.25, 0.5, 0.75], round up to the next whole number.

   a. One Course - Hours offered: _____ x $5/credit hour = $ _____.

   b. Multiple Courses - Hours offered each: _____. Total Hours requested _____ x $5/credit hour = $ _____.
   (If the courses each have different hours such as 1, 2, 3, instead of 12 hours each, only include the total hours being requested. [Number of hours listed are examples only.])

4. Date(s)/Location(s): If there are more than 4 dates/locations, please provide the information on a separate sheet of paper.

	Date	On Site (City, State)	Online (Website)
a.	_____	_____	_____
b.	_____	_____	_____
c.	_____	_____	_____
d.	_____	_____	_____

5. Instructor(s): If there are more than 4 instructors, please provide the information on a separate sheet of paper.

	Instructor Name	CCE College Post-Graduate Staff	Curriculum Vitae/Résumé Included
a.	_____	☐ Yes ☐ No	☐ Yes
b.	_____	☐ Yes ☐ No	☐ Yes
c.	_____	☐ Yes ☐ No	☐ Yes
d.	_____	☐ Yes ☐ No	☐ Yes

6. Outline of course material included. ☐ Yes
7. Is this course, program or seminar sponsored by, co-sponsored by, or presented under the auspices of a CCE accredited college? ☐ Yes ☐ No
8. Sample of doctor attendance certificate/transcript included. **Note**: *The Arkansas course number must be included on the final form.* ☐ Yes
9. Compliance Officer Name_____

I hereby certify that all information listed above is correct and all required attachments are provided.

_____

Signature *Title* *Date*

Board Office Use Only

_____

Board Reviewer *Date*

____ Approved ____ Disapproved

AR Course No.: AR_____
Check No.: _____
Amount: _____
Receipt No.: _____

Rule and Regulation §E(3)(f) Continuing Education Sponsor Processing Fee. In addition to meeting the requirement set forth for approval of continuing education programs, sponsors shall remit a five dollar ($5) processing fee per every credit hour of instruction for each seminar per subject material, per calendar year to be submitted with the information required for program approval.