

Instructions for application

Course Title: Write the name of the title of the course as submitted to OESAC

Instructor(s): Write the names of all instructors; write on additional paper if needed

Location: Write the name of the location of the course

Date: Write the date(s) of the course

Requested CEUs: Write the number of hours long the course is

Course Format: Check the format of the course

Recurring Dates: List all recurring dates of the course

Training Objective: write a small paragraph what the course is about

Target Audience: Write who your target audience is IE, distribution, collections, treatment, managers etc

Method of tracking Attendance: Write how you plan to keep track of the No. of hours the audience attends the course

Course Contact Name: Write who the contact for the course is

Address: Write the contact address

City, State, Zip: Write the contact City, State, Zip

Course Contact Number: Write the contacts phone number

Course Contact Fax: Write the contacts fax number

Course Contact Email: Write the contacts email address

Sponsor: Write the organization or name of sponsor of the course

Address: Write the Sponsor address

City, State, Zip: write the sponsor City, State, Zip

Contact: Write the name of the contact person for the Sponsor

Sponsor Phone: Write the contacts phone number

Sponsor Fax: Write the sponsor fax number

Sponsor Email: Write the sponsor email address

Enclosures: Check that all enclosures are enclosed into the envelope

On Website: This option is for sponsors who do not want to be contacted for registration, such as for employees only, or by invitation only