



# ICAADA

1431 North Delaware, Suite 4, Indianapolis, IN 46202

## ENDORSEMENT OF EDUCATION/TRAINING HOURS APPLICATION

Program Sponsors: \_\_\_\_\_

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

Program Location: \_\_\_\_\_

Program Dates: \_\_\_\_\_ Total Clock Hours: \_\_\_\_\_

Estimated # of Registrants: \_\_\_\_\_ Intended Audience: \_\_\_\_\_

Method of Program Evaluation / Attendance::: \_\_\_\_\_

PLEASE ATTACH A PROGRAM REVIEW WHICH INCLUDES THE FOLLOWING INFORMATION:

- Measurable Learner Objectives
- Brief Program/Course Description
- Format of Instruction
- Method of Determining Successful Completion (i.e., evaluation form)
- Instructors Names and Credentials
- Agenda Time Frames

Enclosed is the Endorsement Fee of Numeric Field \_\_\_\_\_ @ \$10.00 per clock hour.

APPLICANT'S NAME (Sponsor's Representative): \_\_\_\_\_

APPLICANT'S MAILING ADDRESS: \_\_\_\_\_

APPLICANT'S PHONE NO. or E-MAIL: \_\_\_\_\_

Allow 30 days for approval.

Do not submit records of attendance but retain for your files only.

Endorsements valid one year from date of application; notify ICAADA of substantial changes to content.

### BOARD USE ONLY

Date: \_\_\_\_\_ Approved For \_\_\_\_\_ Clock Hours

Not approved Due to: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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