



GRPA Professional Development Council

Speaker Resource Bank Information

Please complete the information below after your CEU Training Event/Seminar
and fax to the GRPA office, 770-760-1550 or grpa@grpa.org

SPEAKER: _____

ADDRESS: _____ CITY: _____ ZIP: _____

OFFICE PHONE: _____ EMAIL: _____

TYPE OF BUSINESS: _____

TOPIC PRESENTED: _____

BRIEF SUMMARY OF TOPIC: _____

LENGTH OF PRESENTATION: _____

MINIMUM OR MAXIMUM NUMBER OF PARTICIPANTS FOR TOPIC: _____

PAYMENT RECEIVED? Yes No If yes, Amount: _____

Is speaker willing to present same topic at other locations? _____

Any travel limitations? _____

Does speaker have other topics of expertise he/she is able to present? Yes No

If so, list topics: _____

Please attach a brief speaker bio, if available.

GRPA Member Submitting this Form: (please print) _____

Phone: _____ District: _____ Date of Presentation: _____



Georgia Recreation and Park Association

Individual Continuing Education Unit Endorsement Request

Please print or type:

APPLICANT NAME: _____ GRPA CERTIFICATION #: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE: _____ FAX: _____ EMAIL: _____

**If you are requesting CEU approval in advance for sessions or topics, please complete Section A.
If you are requesting approval after you have attended the program, please complete Section B.**

SECTION A -- INDIVIDUAL PRE-PROGRAM CEU APPROVAL REQUEST

PROGRAM TITLE: _____

DATE SCHEDULED/HELD: _____ LOCATION OF EVENT: _____

SPONSORING AGENCY: _____

BRIEF PROGRAM DESCRIPTION (Include sessions, times, topics, qualifications of speakers. Attach brochures if available.)

Submit pre-event request 4 to 6 weeks prior to the program. When Program is approved by GRPA, complete the Program Attendance and Verification Forms (attached), retain a copy for your records, and forward all materials to the GRPA office.

SECTION B -- INDIVIDUAL POST-PROGRAM CEU APPROVAL REQUEST

If you have already attended a program or conference, you may still be eligible to receive CEU credit. However, to receive CEU credit after attending a program, you must have the following written and verifiable information. A Program/Session Attendance Verification Form is included for your convenience. Please note: the form must include all of the following information:

- Description of each session or topic.
- Qualification of each session/topic speaker.
- Time/Date/Location for each session.
- Contact hours for each session/topic.
- Speaker's signature indicating your attendance at each session/topic, and a contact address/phone number for attendance confirmation.

****NOTE:** You must obtain the speaker's signature for each session or topic. Conference or program registration material cannot be used to verify attendance. You cannot receive CEU credit for business, opening, or closing sessions.

MAIL OR FAX Completed Form to:
GRPA, Professional Development Council, 1285 Parker Road, Conyers GA 30094-5957.
Fax: 770-760-1550 • Email: grpa@grpa.org



Georgia Recreation and Park Association Group, Section, or District CEU Endorsement Request

Please print or type:

Title of Proposed Program: _____

Date(s) Scheduled/Held: _____

Location of Event: _____

Sponsoring Agency/GRPA Unit: _____

Person Responsible for Program: _____ Title: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ Email: _____

Target Audience and Geographic Area Served: _____

Program Will be: Repeated. Conducted Only Once.

If Repeated, Where? _____ When? _____ Other: _____

Names of Planning Committee Members: _____

Will Certificates of Completion be Awarded? Yes No

Itemized Participant Costs: Registration Fee: _____

Other Charges (Specify): _____

Attach/Include the following Forms and Information:

- Brief description of proposed program(s), including session times, topics, and speakers.
- Brief description of proposed program(s) objectives (be specific.)
- Number of contact hours of instruction provided.
- List of speakers and brief description of qualifications.
- Copy of proposed program brochure and/or flyer.
- Program Evaluation Form
- Program Attendance and CEU Verification Form (after sessions are conducted)
- Speaker Resource Information Form

Signature, Program Coordinator: _____

Submit pre-event request 4 to 6 weeks prior to the program. When Program is approved by GRPA, complete the Program Attendance and Verification Forms (attached), retain a copy for your records, and forward all materials to the GRPA office.

MAIL OR FAX Completed Form to:

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Georgia Recreation and Park Association

Group, Section, or District Program Attendance and CEU Verification Form

TITLE OF PROGRAM: _____ PROGRAM DATE: _____

PROGRAM CONTACT PERSON: _____ PHONE: _____ PROGRAM TIME: _____

NAME	SIGNATURE	AGENCY	CEU CREDIT <i>If Desired</i>	SPEAKER/MONITOR VERIFICATION

NOTE: You must obtain the speaker's signature for each session or topic. Conference or program registration materials cannot be used to verify attendance. You cannot receive CEU credit for business, opening, or closing sessions.



Georgia Recreation and Park Association

Individual Program Attendance and CEU Verification Form

APPLICANT NAME: _____ SIGNATURE: _____

AGENCY: _____

PROGRAM SESSION/TOPIC	QUALIFICATIONS OF SPEAKER	PROGRAM TIME	CONTACT HOURS	CEU CREDIT <i>If Desired</i>	SPEAKER SIGNATURE <i>Attesting to Attendance</i>

NOTE: You must obtain the speaker's signature for each session or topic. Conference or program registration materials cannot be used to verify attendance. You cannot receive CEU credit for business, opening, or closing sessions.