



District Application for CE Hours

In order for the ICS CE Committee to consider approving CE hours prior to the program, please complete and return the application, speaker's curriculum vitae, and outline of content or course description at least *six weeks prior* to the program. Application and information waiting for approval by the ICS Continuing Ed Committee will be considered "tentative CE hours" and must be advertised as such.

District/Name applying for CE Hours: _____

Date of proposed seminar: _____ Location: _____

Course Title: _____

Number of hours applied for: _____

Speaker Name: _____

*** The speaker's curriculum vitae and course outline or description must accompany this application. The ICS CE Committee cannot approve CE hours without this information.**

Class monitor(s) name(s): _____

Person responsible for handling seminar registrations: _____

Distribution of seminar profits: _____

Note: The person(s) applying is responsible for the following, unless other arrangements are made:

- | | |
|---|--------------------------------------|
| 1. Marketing | 3. Seminar registrations |
| 2. Reproduction of all seminar materials including: | 4. Providing class monitor(s) |
| ❖ The Attendance Reporter Form | 5. Paying seminar expenses |
| ❖ Handouts | 6. Reporting outcome to ICS Office |
| ❖ Evaluation Forms | 7. Compiling the seminar evaluations |

Officer/Representative of organization submitting application:

Name: _____ Title: _____

(print or type)

Address: _____ Date: _____

City/State/ZIP: _____ Email: _____

**Return the completed form *along with the speaker's curriculum vitae and course outline* to:
Iowa Chiropractic Society**