

# CREDIT PRE-APPROVAL APPLICATION

## **Instructions:**

- Complete both pages of the Application, sign and submit it **with the following information:**
  1. Event schedule – showing title and length of each session and breaks
  2. Description of the session(s) – what topics will be covered? What will attendees learn?
- Make sure the information is complete. Sessions that are missing the description and/or speaker information will not be reviewed or granted credit.
- If your event has multiple, concurrent sessions include the time block (Slot A, Slot B, etc.) in the same field as the session title.
- The following activities are not generally awarded credit and need not be listed: Vendor exhibit time, networking sessions, roundtable discussions.

## **EVENT INFORMATION**

Sponsoring Organization: \_\_\_\_\_

Event Name: \_\_\_\_\_

Event Date(s): \_\_\_\_\_ Event Location: \_\_\_\_\_

## **CONTACT INFORMATION**

Name: \_\_\_\_\_

Main Phone: (\_\_\_\_\_) \_\_\_\_\_ Alternate Phone: (\_\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Email Address: \_\_\_\_\_

By my signature, I agree that all the information is correct and true.

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

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

Send your completed application, a PDF of your brochure and event schedule to [Certification.Staff@armaintl.org](mailto:Certification.Staff@armaintl.org).

For each educational session during your event, please tell us how long it is and which part of the 'IGP Exam Blueprint' it maps to. You can find our exam blueprint at <https://cdn.ymaws.com/www.arma.org/resource/resmgr/files/IGP/blueprint.pdf>

For Each session during your event, please tell us which CE type it falls under. You can find the "New Credit Breakdown" list at [https://cdn.ymaws.com/www.arma.org/resource/resmgr/files/igp/Website\\_PDF\\_Recert\\_Details.pdf](https://cdn.ymaws.com/www.arma.org/resource/resmgr/files/igp/Website_PDF_Recert_Details.pdf)

SESSION TITLE	EXAM BLUEPRINT AREA(S)  (Letter and Number)	LENGTH OF SESSION  (in 30 minute increments)	CE Type  (From List above)	For ARMA Use:	
				APPROVED	NOT APPROVED
<b>TOTAL</b>					

**FOR ARMA USE ONLY:**

<b>Total General Credit Hours</b>	<b>Total IT Credit Hours</b>	<b>Total Legal Credit Hours</b>
<b>Pre-Approval Code(s):</b>		