

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@armainl.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 <http://bit.ly/1U7Twxn>

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) <small>(Letter and Number)</small>	LENGTH OF SESSION <small>(in 30 minute increments)</small>	CE Type <small>(From List above)</small>	For ARMA Use:	
				APPROVED	NOT APPROVED
TOTAL					

FOR ARMA USE ONLY:

Total General Credit Hours	Total IT Credit Hours	Total Legal Credit Hours
Pre-Approval Code(s):		