



## APPLICATION FOR O.P.S. CONTINUING EDUCATION CREDIT

**APPLICATION MUST BE RECEIVED 4 WEEKS BEFORE COURSE OFFERING.  
CEC APPROVAL IS NOT GIVEN AFTER COURSE PRESENTATION.**

<b>SPONSORING ORGANIZATION</b> NAME: _____ ADDRESS: _____ _____ _____ Please publish this offering (OPS website) <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>CONTACT PERSON</b> NAME: _____ ADDRESS: _____ _____ _____ Daytime Phone: (____) ____ - _____ E-mail: _____
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COURSE DATE(S): \_\_\_\_\_ TOTAL C.E.C. (S) REQUESTED: \_\_\_\_\_  
COURSE TITLE: \_\_\_\_\_  
COURSE LOCATION: \_\_\_\_\_

Please include a separate brief description of the following course information:

- |                       |                                  |
|-----------------------|----------------------------------|
| 1. TARGET GROUP       | 6. FACULTY QUALIFICATIONS        |
| 2. COURSE LENGTH      | 7. COURSE BROCHURE               |
| 3. COURSE DESCRIPTION | 8. COURSE EVALUATION FORM        |
| 4. COURSE OBJECTIVES  | 9. COURSE ATTENDANCE FORM        |
| 5. TEACHING METHODS   | 10. FINANCIAL INTEREST STATEMENT |

The course director must maintain a list of attendees, course evaluations and credits earned for three years after course completion.

The applicant will receive written determination of the course(s) Continuing Education Hours (C.E.C.) awarded by the Board of Certification, Education Section.

**A \$30.00 per credit hour application fee must accompany all applications.**

Pay at the OPS Webstore or checks are to be made out to the OPS/Board of Certification and mailed to:

Mark Harrod CRA, OCT-C  
Chair, Education Section  
OPS Board of Certification  
27926 Knickerbocker Road  
Bay Village, OH 44140  
[CEC@opsweb.org](mailto:CEC@opsweb.org) (email)