



Nebraska Arborists Association

Continuing Education Unit (CEU) Pre-Approval Request Form

- Submit an outline, agenda, or detailed description of the event with this form. Pre-approval requests received without supporting documentation will not be approved.
 - Conference/Workshop/Symposia: include a copy of the program
 - Safety Meeting/Training: include an outline of the topics covered and/or handouts
 - This form must be received at least 15 business days prior to the event.
 - Complete all sections of this form and email to staff@nearborists.org
 - You will be notified if your event is approved for CEU credit and NAA sign in sheets will be sent.
 - **In-Person Courses** - Attendees must sign in and out at each event and must write their information legibly.
 - **Online Courses** – The event organizer must provide documentation that attendees were present during the entire event.
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Type of Event:

- Safety Meeting/Training Other _____
- Conference/Workshop/ Symposia
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Event Title: _____ Event Location: _____

Event Speaker(s): _____ Date of Event: _____

Total Seat Time of Event (*does not include intros, breaks or lunch*): _____

Requested number of CEUs (*30 minutes = 0.5 CEUs*): _____

Name of Contact (*print clearly*): _____

Email Address: _____ Telephone: _____

Signature: _____ Date: _____

Please provide a detailed schedule and description of sessions on page 2.

Office Use Only

Number of CEUS Awarded: _____

Approved by: _____

Detailed Schedule & Description of Sessions