

CERTIFICATION STEERING COMMITTEE
WORKSHOP PRESENTER DOCUMENTATION FORM

NAME: _____

DATE: _____

TYPE OF
PRESENTATION: _____

DATE OF
PRESENTATION: _____

PREPARATION HOURS:

- a. Organizing information for the presentation: _____
- b. Preparing handouts: _____
- c. Other: _____

TOTAL RECERTIFICATION HOURS REQUESTED, BY AND FOR THE
INSTRUCTOR, FROM THE CERTIFICATION COMMITTEE: _____

You need to keep a record of the number of hours spent in preparation for the workshop. You may NOT request hours for the actual workshop presentation time. Hours represent the number of hours, spend in preparation. Please submit this form to the Certification Steering Committee.

Approved by the Certification Committee for _____ hours on: _____
(date)

(signature) Certification Steering Committee Chair.