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**APPLICATION FOR ADDITIONAL OFFERINGS  
OF AN ICEA APPROVED CONTACT HOUR PROGRAM**

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**FOR OFFICE USE ONLY**

Date Received \_\_\_\_\_

\_\_\_\_\_ Approved      \_\_\_\_\_ Disapproved

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This application must be submitted a minimum of two weeks prior to the offering. A \$10.00 US processing fee must accompany this application. Make checks payable to ICEA. Please type or print using a BLACK pen. A copy of the event brochure **must** be included with this application.

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Title of offering (as used for publicity) \_\_\_\_\_

Total number of contact hours approved \_\_\_\_\_

ICEA program # \_\_\_\_\_

New date(s) of offering \_\_\_\_\_

Location(s) \_\_\_\_\_

If this location is different from the original application, describe how it can accommodate, or is appropriate for, this offering.

Fee \_\_\_\_\_

Sponsor(s)/Provider \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State/province \_\_\_\_\_ Zip/postal code \_\_\_\_\_

Phone \_\_\_\_\_

Primary contact person \_\_\_\_\_

Address and phone of contact person if different from above: \_\_\_\_\_

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Contact hours for additional offerings of an approved program will be granted if the offering is within three years of the original application date and the offering has the same objectives, content and speakers. One speaker change may be made if the speaker presents the same objectives and content and has comparable education and work experience. Any other program changes require that the offering be submitted as a new program.

IS THIS PROGRAM IDENTICAL TO THE ORIGINALLY APPROVED PROGRAM? \_\_\_\_\_

IF NOT, EXPLAIN.

Submit the processing fee and one copy of this application form plus one copy of the ICEA approval letter for the original program. In addition, if there is a speaker change, submit one copy of the speaker's curriculum vitae.

SIGNATURE \_\_\_\_\_

POSITION \_\_\_\_\_

DATE \_\_\_\_\_