



Alabama SNA CEU Approval Application

This application should be submitted with all required materials a minimum of 6 weeks prior to the program date.

PART I – CONTACT DETAILS

Program Provider		
Address		City, State, Zip
Contact Person	Email	Phone
Your signature below confirms that the CEU training will be delivered as approved by SNA and that there will be no significant changes to the content.		

Alabama SNA reserves the right to request an analysis of training evaluation results at any time.

PART II – PROGRAM DETAILS

Educational Program Title:			
Program Date(s):			
Program Offered in*: <input type="checkbox"/> Single State or <input type="checkbox"/> National		Program Location(s), List Cities and States as applicable:	
Professional Standards Topic Area(s) <input type="checkbox"/> NUTRITION – 1000 <input type="checkbox"/> OPERATIONS – 2000 <input type="checkbox"/> ADMINISTRATION – 3000 <input type="checkbox"/> COMM/MARKETING - 4000			
Nutrition subtopic**	Operations subtopic	Administration subtopic	Communications/Marketing subtopic
No. CEU(s) Requested***:	Program type(s): <input type="checkbox"/> Workshop <input type="checkbox"/> Conference <input type="checkbox"/> Webinar <input type="checkbox"/> Online **** <input type="checkbox"/> Home study		

*If national or regional submit to SNA Headquarters for approval. **Subtopics are optional ***CEUs must be a minimum of 1-hour instructional time – registration time, breaks and lunch are NOT included in instructional time. ****Online or Home- Study courses must include a post-exam with an answer key.

PART III – REQUIRED ATTACHMENTS (All attachments must be submitted with the CEU Approval Request Application)

- Minimum of three (3) Measureable Learning Objectives
- Program Description – Please include why this content is needed, what need is being met
- Content Summary – A summary overview of the content to be provided
- Program Agenda, as applicable – Registration times, Sessions & times, Breaks, Meals
- Speaker(s) / content developer(s) biographies – Qualifications, Degree and Current Position
- Educational materials – Presentation PowerPoint, Handouts, Pre- and Post-presentation materials as applicable
- Home Study Quiz (As applicable) – For Home Study, participants must complete a quiz documenting completion
- Program Evaluation Form – Evaluates content, speaker(s) and extent to which learning objectives were achieved

Submit application with required materials to Kristen Taylor ktaylor@albertk12.org (256) 891-1183 ext. 217

For [State] SNA Use Only

Received	Processed	CEUs Requested	CEUs Approved	Approved by
Materials Received: <input type="checkbox"/> Objectives <input type="checkbox"/> Prog. Desc. <input type="checkbox"/> Prog. Agenda <input type="checkbox"/> Speaker biographies <input type="checkbox"/> Educational materials <input type="checkbox"/> Home Study Quiz <input type="checkbox"/> Program Evaluation				

