

# 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
<i>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.</i>		

*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 Shan Burkhardt at email address: [burkhardts@andalusia.k12.al.us](mailto:burkhardts@andalusia.k12.al.us)**

### 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				