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*:

Single State or National

Program Location(s), List Cities and States as applicable:

Professional Standards Topic Area(s)

NUTRITION – 1000

OPERATIONS – 2000

ADMINISTRATION – 3000

COMM/MARKETING - 4000

Nutrition subtopic**

Operations subtopic

Administration subtopic

Communications/Marketing subtopic

No. CEU(s) Requested***:

Program type(s):

Workshop

Conference

Webinar

Online****

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

For [State] SNA Use Only

Received

Processed

CEUs Requested

CEUs Approved

Approved by

Materials Received:

☐ Objectives

☐ Prog. Desc.

☐ Prog. Agenda

☐ Speaker biographies

☐ Educational materials

☐ Home Study Quiz

☐ Program Evaluation