

For Board Use Only:
Course #:
Recommended Hours:
Reviewer:

NC State Board of Sanitarian Examiners

APPLICATION FOR CONTINUING EDUCATION COURSE APPROVAL

Name of Education/Training: _____

Organization /Sponsor: _____

Location of Training _____

City/State: _____

NOTE: If education/training is online via Internet, mark BOX HERE

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Type of Education-Check One:

Workshop Professional Meeting Internet Course Video Conference College Course

Other (Describe)

Date(s) of Education/Training: _____

Time of Education/Training: _____

How will attendance be documented? _____

How many continuing education hours are you requesting for the training? _____

Submitted by: (Please Print) _____ Phone _____

Address: _____

City _____ State _____ Zip _____

Email Address: _____

Signed: _____

Please submit the completed application to:

Email: rs.board@ncmail.net

Mail: Janice Jones
NC State Board of Sanitarian Examiners
PO Box 610
Lumberton, N. C. 28359

Fax: Janice Jones (FAX # - 910-608-0448)

NC STATE BOARD OF SANITARIAN EXAMINERS

Instructions for Completion of Application for Continuing Education Course Approval

Any application for continuing education approval must include a completed APPLICATION for CONTINUING EDUCATION COURSE APPROVAL. This form must be accompanied by a ***detailed timed agenda, course description, completion certificate, and/or other comparable record*** from the sponsoring organization. It should include date(s) and time(s) of training, subject(s), and presenter(s), instructor(s), etc. If submitted after the training, please attach attendance sheet(s). **PROOF OF ATTENDANCE MUST BE PROVIDED BY THE SPONSOR.**

Submissions may be mailed, emailed, or faxed provided that the information is complete and that both this form and any accompanying documentation are submitted at the same time. The R.S. Board meets at least 4 times annually to review continuing education for approval. Any submittals received within two weeks of a Board meeting will be reviewed at the following meeting.

All submitters will receive a response from the Board as to whether the application was APPROVED or not.

Incomplete submissions will be returned to submitters without consideration for approval.

SPONSORS MUST SUBMIT ATTENDANCE SHEETS TO BOARD WHEN THE COURSE HAS BEEN COMPLETED.

EACH COURSE MUST BE SUBMITTED FOR APPROVAL EVERY CALENDAR YEAR.

Please do not include this sheet with an application.

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