



NAEC Continuing Education Application

Course # _____

INSTRUCTIONS: Complete all questions directly on this form. Applications are screened and reviewed by Education Committee as they are received. Applications **MUST** be received by the **NAEC** no later than 60 days before the start of the program for which you are requesting approval.

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| <input type="checkbox"/> Seminar/Technical Session | <input type="checkbox"/> Webinar Article w/Test |
| <input type="checkbox"/> Vendor Factory Tour w/ Classroom Training | <input type="checkbox"/> Seminar/Technical Contractor |
| <input type="checkbox"/> Workshop/Online Live | <input type="checkbox"/> ASME Review Technical/Code |

The NAEC does not approve programs retroactively. Incomplete applications will **NOT** be reviewed. A non-refundable application fee **MUST** accompany each application. Please make check payable to "NAEC."

If Approved by **NAEC** it will be for a term of no more than 2 years, and always ending in September of odd years, application fee of \$200.00 Per Application.

PROGRAM DATES, TIMES AND LOCATIONS: NAEC is to be notified in writing of any changes, additions, or deletions, before they are implemented, on the Continuation Sheet (page 4) of the Application for Continuing Education Program Approval form.

GENERAL INFORMATION		
1. Name of Sponsoring Organization:		
2. Street Address:		
3. City, State, Zip		
4. Name of Contact Person for Program	5. Email Address	6. Telephone Number
PROGRAM INFORMATION		
7. Title of Program:		
8. Actual time of program presentation (exclusive of meals and breaks): Hours: Minutes: Note each hour equals .1 with a max of 10		9. Fee(s) Charged: \$ 200.00
10. Type of Program (check all that apply)		
<input type="checkbox"/> Workshop	<input type="checkbox"/> Seminar	<input type="checkbox"/> Confrence
<input type="checkbox"/> Live Webniar	<input type="checkbox"/> Printed Material/Article (attach)	

APPLICATION FOR CONTINUING EDUCATION PROGRAM APPROVAL
(Continued)

11. Target Audience (check and complete all that apply)		
<input type="checkbox"/> Technican	<input type="checkbox"/> Management	<input type="checkbox"/> CET
<input type="checkbox"/> Inspector/QEI	<input type="checkbox"/> Engineer	<input type="checkbox"/> CAT

12. Was this program previously approved by the NAEC?		
<input type="checkbox"/> No	<input type="checkbox"/> Yes	For how many hours of credit _____ Approval # _____

13. Have any state(s), Accredited Organaztions approved this program; number of credits granted by each and accrediting organaztion:
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Name of Sponsoring Organization	Program Title
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14. Program Objectives

15. Brief Description of Program Content (<i>Attach a Detailed Outline</i>)

16. Method(s) of Presentation

17. Name(s) of Instructor (Attach a bio and resume for each, which includes name, address, phone number, educational/academic background, and work history.)
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18. Method(s) of Program Evaluation.

19. Additional Information/Remarks

APPLICATION FOR CONTINUING EDUCATION PROGRAM APPROVAL

(Continued)

CERTIFICATION: I certify that I understand and agree that in consideration of our providing continuing education courses and programs to be approved for credit for the NAEC **QEI/CET™/CAT™** certification renewal, my organization will never institute any suit, action at law or equity, or make any claim against the NAEC, NAEC employees, NAEC members, nor any members that assisted with the development, presentation, or implementation of the **QEI/CET™/CAT™** program, nor any of their officers, employees, or agents for or by reason due to damage, loss, or injury either to person or property, or both, whether developed or undeveloped, resulting or to result, known or unknown which may arise out of participation in the NAEC **QEI/CET™/CAT™** program.

Furthermore, I understand and agree that our organization will indemnify and hold harmless the NAEC, NAEC employees, NAEC members, my employer, any and all present and future employers participating in the **QEI/CET™/CAT™** program, and any and all vendors that assisted with the development, presentation, or implementation of the **QEI/CET™/CAT™** program against any claim for damages, compensation or other relief made by any person based upon or arising out of, in whole or part, my organization's participation in the **QEI/CET™/CAT™** program.

Also, I understand that NAEC may revoke my organization's eligibility to provide continuing education courses and programs without cause provided that a 60-day written notice is provided to my organization's contact name on this application.

Additionally, my organization will notify the NAEC Program Administrator within 30 days of any change in the legal status of our organization and/ or change in continuing education administrator. Also our organization agrees to provide course evaluation data or statistics for the approved course upon request of the NAEC Program Administrator. System for Awarding the CEU [**Note:** The NAEC **CET™/CAT™** program does not use conversion to the CEU or the CEU designation. Instead, straight contact hours of instruction are to be used where 60 minutes of time equals 1 hour. Coffee breaks, lunch breaks, and other non-education or training activities may not be included in the contact hour calculation.]

The provider has a system in place to identify learners who meet requirements for satisfactory completion. The provider maintains a complete, permanent (at least 7 years) record of each learner's participation and can provide a copy of that record upon request.

NOTE: NAEC **CET™/CAT™** CEU course can only be accepted once in a two year period.

Finally, I certify that I have the legal authority to sign this certification statement on behalf of the provider organization for which this application is being submitted.

23. Submitted by (Print name)	24. Submitted by (Signature)	25. Date
FOR OFFICE USE ONLY		
Approved (approvals are valid for two years) <input type="checkbox"/> No <input type="checkbox"/> Yes	Continuing Credit Hours Granted	Program ID Number

INSTRUCTIONS:

Use this form to notify NAEC of changes, additions or deletions to the dates, locations, instructors, or length of a previously approved program. Programs are approved for two years only and always ending in September of odd years, application fee of \$200.00 Per Application . Submission of additional dates, times, and locations does not change the program approval or expiration date.

Name of Sponsoring Organization	Program Title
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A. <input type="checkbox"/> This is an additional page of the original program application.	B. <input type="checkbox"/> Currently Approved Program (check all that apply): <input type="checkbox"/> Change(s) to the current information <input type="checkbox"/> Addition(s) to the previously submitted information NAEC Approval No.: _____
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C. Change(s) Addition Deletion(s) (Check and complete all that apply):

Current Information:

New Information: