



NON-ACADEMIC CREDIT PRE-APPROVAL FORM

For Sponsors of Institutes & Workshops

SPONSOR INFORMATION

PRIOR TO THE INSTITUTE OR WORKSHOP, THE FIRST TWO SECTIONS OF THIS FORM MUST BE COMPLETED BY THE SPONSOR. ONCE COMPLETE, PLEASE SEND THE FORM TO THE TEACHER CERTIFICATION OFFICE AT THE ADDRESS BELOW. WITHIN APPROXIMATELY 2 WEEKS YOU WILL RECEIVE NOTICE OF PRE-APPROVAL OR DENIAL.

PHOTOCOPIES OF THIS FORM MAY BE DISTRIBUTED TO PARTICIPANTS OF THE INSTITUTE OR WORKSHOP. IN ORDER TO RECEIVE NON-ACADEMIC CREDIT(S), PARTICIPANTS WILL BE REQUIRED TO COMPLETE THE THIRD SECTION AND SUBMIT IT TO THE TEACHER CERTIFICATION OFFICE ALONG WITH THE REQUIRED WRITTEN REPORT AND APPROPRIATE FEES.

NAME OF SPONSORING ORGANIZATION	REPRESENTATIVE		
MAILING ADDRESS	CITY	STATE	ZIP CODE
WORK PHONE NUMBER	EMAIL ADDRESS		

ACTIVITY INFORMATION

TITLE OF INSTITUTE OR WORKSHOP	LOCATION (CITY, STATE)
INCLUSIVE DATES OF ACTIVITY	ESTIMATED CONTACT HOURS

PURPOSE/OBJECTIVE OF INSTITUTE OR WORKSHOP (ATTACH AGENDA):

PRE-APPROVAL

THE ACTIVITY DESCRIBED ABOVE HAS BEEN PRE-APPROVED BY THE TEACHER CERTIFICATION OFFICE FOR NON-ACADEMIC CREDIT
 YES NO

THE ACTIVITY DESCRIBED ABOVE HAS BEEN PRE-APPROVED FOR

 NON-ACADEMIC CREDITS

 SIGNATURE

 DATE

