

## APPENDIX IV

### **Continuing Education Enrichment Credit Workshop ID assignment/Pre-Approval Form**

**WORKSHOP ID #** \_\_\_\_\_  
(assigned by the PSTCA)

Name of Workshop: \_\_\_\_\_

Location of Workshop: \_\_\_\_\_  
\_\_\_\_\_

County in which workshop will be held: \_\_\_\_\_

Credits sought in which category: \_\_\_\_\_

# of Credits requested: \_\_\_\_\_ Date of workshop: \_\_\_\_\_

Workshop will be/ held from (time) \_\_\_\_\_ To (time): \_\_\_\_\_

Instructor Name/Title (list any credentials that may be applicable to coursework taught): \_\_\_\_\_  
\_\_\_\_\_

Description of workshop: \_\_\_\_\_  
\_\_\_\_\_

Name/Telephone # and email of Requester:  
\_\_\_\_\_

This form will be returned with a workshop ID # assigned. A sign in sheet (APPENDIX II), signed by all Attendees who wish to received PQMC accreditation, must be submitted to the PSTCA Education Committee, after the coursework is completed. Continuing education credits will not be updated until all documentation is received. All approvals and sign in sheets must be received by December 31 for credit of that year. Credits do not carry over from one year to the next.

Please submit to: [Secretary@pstca.org](mailto:Secretary@pstca.org)

Date Received by PSTCA: \_\_\_\_\_

Received by: \_\_\_\_\_