

To become approved to provide Category I Continuing Education, the Board will request that you submit the following information:

- 1. Submit the \$50 Application Fee (made payable to Indiana Professional Licensing Agency)**
- 2. Mission Statement**
- 3. Names and Credentials of all Presenters or Persons responsible coordinating education; need a Curriculum Vita**
- 4. Names of the Programs and where they will be held**
- 5. Sample Course Outline(s) and Evaluation Form**
- 6. Sample Sign-in sheet that includes the following information:**
 - a. Name of the Program**
 - b. Name of Presenter(s)**
 - c. Date**
 - d. Location**
- 7. Sample Certificate of Completion with number of Hours awarded, Completion Date, and Group(s) approving Presentation (e.g., ASWB, NBCC, AMFTRB)**
- 8. Details on maintenance of Records**
 - a. Secure data storage**

The Board will review your application upon receipt of the requested documentation at the next scheduled board. If you have any further questions, please contact our office at (317) 234-2064 or by email at pla5@pla.in.gov.