



Accreditation Application for Educational Programs

Title of Program		
Seminar/Course Sponsor		
<input type="checkbox"/> APSP Region (Specify Region Number) _____	<input type="checkbox"/> APSP Member (Specify Member Number) _____	
<input type="checkbox"/> APSP Chapter (Specify Chapter) _____	<input type="checkbox"/> Other Organization (specify) _____	
Date of Application	Number of Instructional Hours (do not include meals/breaks)	
Date of Program	Location of Program	
PAYMENT		
Effective August 1, 2015: APSP will be charging a \$100 annual fee, per applying organization, for accreditation application form(s) submitted for review. This fee ensures that all of your approved APSP accredited programs will be advertised on APSP's website to members. Please complete this form, submit payment, and return to APSP to receive a certificate of completion to be given to program attendees. Send completed application and supporting materials at least 14 days prior to the date of the program.		
<input type="checkbox"/> Annual Accreditation Application Fee - \$100		
<input type="checkbox"/> Check Enclosed (made out to APSP)		
<input type="checkbox"/> Charge to: <input type="checkbox"/> VISA <input type="checkbox"/> MasterCard <input type="checkbox"/> American Express <input type="checkbox"/> Discover		
Card Number	Exp. Date	Security Code
Name on Card (PRINT)		Signature
Seminar/Course Contact Person's Name		
Contact Person's Name		Contact Person's Company
Contact Person's Address		City, State, Zip
Contact Person's Phone Number		Contact Person's Email Address
Instructor's Name		
Instructor's Name		Instructor's Company
Instructor's Phone Number		Instructor's Email Address
From this program, participants will learn how to:		
(1) _____		
(2) _____		
(3) _____		
Content outline of program		
(1) _____	(2) _____	
a. _____	a. _____	
b. _____	b. _____	
c. _____	c. _____	
Please attach (if available)		
<input type="checkbox"/> A brochure, flyer, or other promotional literature	<input type="checkbox"/> Course materials you plan to use	
<input type="checkbox"/> The Instructor's lesson plan	<input type="checkbox"/> Course book	<input type="checkbox"/> Worksheets <input type="checkbox"/> Handouts
	<input type="checkbox"/> Slides	<input type="checkbox"/> Audio/Video <input type="checkbox"/> Tests

APSP University

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