Application for Course Approval  
Virginia Court Clerks’ Association

When Used: Use only to apply for approval of and contact hour credit for coursework that has NOT been pre-accredited by the Compensation Board. To be considered for Career Development Program education credit, course approval must be obtained BEFORE attending the course.

All Applications must include attachment copies of:

a. Time Schedule or Agenda of Course (required to compute approvable credit hours);
b. Table of Contents AND a sample of materials from each session; and

c. Faculty name(s) and credentials.

Name of Sponsor offering the Course: ______________________________________________
Sponsor Address: _______________________________________________________________
Sponsor Phone: ______________________   E-mail address: ____________________________
Web address: ____________________________

Title of Program: ______________________________________________________________
Date(s): ________________________ Location(s): ___________________________________

Check all that apply to this presentation:
Type:  [ ] LIVE  [ ] ONLINE WEBCAST  [ ] TELEPHONE

Course Materials are distributed: [ ] Before program [ ] At program

Course Registration Fee: $ ______

Total Credit hours: __________________[Only sessions with written materials are approvable]

Number of participants anticipated: ________ Will attendance be monitored? (Y) (N)

Course completion will be verified by: [ ] Certificate [ ] Transcript [ ] Other ________________

_______________________________________________________________________________

Signature of Clerk         Date
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For CERTIFICATION REVIEW COMMITTEE use only: Application for Course Approval

[ ] Granted.   Course contact hours approved: ________

[ ] Denied   Reason: __________________________________________________________

Date: ________________

(Application for Course Approval 3/17)