

Continuing Education Consortium Training Program Application



The Continuing Education Consortium is seeking Trainers and Training Programs for its professional development and continuing education programs. To be eligible as a Trainer, you must be a qualified expert in your field with the ability to document your credentials, for example a licensed Professional Engineer. Trainers will receive triple continuing education credits for their time presenting and preparing their program. Training programs that meet regulations will be approved for 1 year, at which point the program will have to be resubmitted for evaluation. For more information, contact CEC at NYSCHSA Headquarters by phone: (518) 465-1694 or email: cec@countyhwys.org. Additional copies of this form are available online at www.countyhwys.org/cec.

Training Program Check-List: To submit a training program for consideration:

- Complete this application (please check all that are enclosed)
 - Enclose the Trainer's resume (mandatory)
 - Enclose 2 copies of the lesson plan (mandatory)
 - Enclose 2 copies of course syllabus (mandatory)
- Enclose any additional documents or course materials that will aid in the evaluation of the program (optional)
- Enclose application and processing fee (please check one) :
 - NYSCHSA Regular Members: \$50.00
 - NYSCHSA Affiliate Members: \$125.00
 - Non-Members: \$225.00
- Enclose a check payable to: **NYSCHSA Continuing Education Consortium.**

CEC Training Program Application

Program Trainer Information

Name & Title: _____
 Affiliation: _____
 Address: _____
 City/State/Zip: _____
 Phone/Fax: _____
 E-mail: _____
 Qualifications: _____

Training Program Information

Training Program Title: _____
 Brief Subject Description (10-25 words): _____

 Primary Target Audience: _____
 Program Activity Objective: _____
 Method of Assessment (i.e. question and answer session, course evaluation forms, etc.): _____
 Contact Hours of Instruction/Presentation: _____

Form Submitted by (Name & Phone Number): _____

PLEASE FORWARD THIS FORM, ACCOMPANYING DOCUMENTATION, AND FEE TO:

The Continuing Education Consortium
 c/o NYSCHSA
 119 Washington Avenue, Suite 100
 Albany, NY 12210