

# Application for Continuing Education Approval

This form must be submitted *at least 45 days prior to program date for pre-approval.*

Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

1. Is this program RACE approved? \_\_\_\_yes \_\_\_\_no
2. Sponsoring Organization: \_\_\_\_\_
3. Contact Person:  
Name \_\_\_\_\_  
Address \_\_\_\_\_  
City/State/Zip \_\_\_\_\_  
Telephone # \_\_\_\_\_  
Fax # \_\_\_\_\_  
E-Mail Address \_\_\_\_\_
4. Title of Program: \_\_\_\_\_
5. Program Date(s): \_\_\_\_\_
6. Program Location(s): \_\_\_\_\_
7. Presenter(s): attach separate sheet if necessary  
Name \_\_\_\_\_ Position \_\_\_\_\_  
Name \_\_\_\_\_ Position \_\_\_\_\_  
Name \_\_\_\_\_ Position \_\_\_\_\_
8. **TOTAL** number of CEUs requested and how each CEU will be classified:  
**Scientific** \_\_\_\_\_ **Management** \_\_\_\_\_  
*(1 CEU equals 1 hour of approved education)*
9. Target audience: \_\_\_\_\_
10. List or attach a time schedule of program events (*i.e.*: 6:00 p.m. Social; 7:00 p.m. CE Program; 8:00 p.m. Business Meeting. *Be sure to list the time of day*):  
\_\_\_\_\_  
\_\_\_\_\_
11. Educational Objectives: (*Action words describing what the participant should learn.*)  
**“At the completion of this program, the participant should be able to:”**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
12. Attached:  
\_\_\_\_ Program agenda with full schedule  
\_\_\_\_ Itemization of each hour of CEU requested per session or seminar  
\_\_\_\_ Classification of each CEU (Scientific or Management)
13. I agree to take responsibility for the information provided here-in and the guidelines established for sponsorship of the continuing education program.

Signature \_\_\_\_\_

Date \_\_\_\_\_

SEND TO: IOWA BOARD OF VETERINARY MEDICINE  
Wallace Building, 502 E. 9<sup>th</sup> St.  
DES MOINES, IOWA 50319  
PHONE: 515-281-8617 FAX: 515-281-4282  
E-MAIL:

*Internal Use Only*

Request Received: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

This program has been approved for: # Scientific CEU: \_\_\_\_\_ # Management CEU: \_\_\_\_\_

Reviewed by: \_\_\_\_\_