



UNIVERSITY of WESTERN STATES

Integrating Health and Science

APPLICATION FOR APPROVAL OF CONTINUING EDUCATION COURSE

Please complete this form in its entirety and return to the CE department along with a \$200 application fee. An incomplete application may delay or dismiss your request. You must fill out a separate application and pay the associated fees for EACH course date. After initial course approval, you only need to submit pages 1, 4 and 5 each time the course is held.

Date Submitted: _____

Contact Person: _____

Company/Organization: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Email: _____ Phone: _____

Website: _____

Proposed Program Title: _____

Delivery Method: Live _____ Online _____

Proposed Speaker(s) (*Attach curriculum vitae(s)*): _____

Location(s) of live seminar: _____

(Note: for seminars held at UWS, a room rental fee will be charged)

Date(s): _____ Days/times: _____

Total CE Hours: _____ Seminar fee: _____

What does the fee include? _____

Target Audience (e.g., DC, ND, LMT, etc.): _____

(Note: applications for approval for professions other than chiropractic will be considered on a case-by-case basis. Additional fees apply.)

Brief program description (include specific content topics): _____ _____ _____ _____
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Does the course include any hands-on practice or participation by attendees, including using attendees as models?

Yes___ No_____

If yes, please

explain: _____

Hour-by-hour breakdown of course using this format:

<u>Time</u>	<u>CE hours</u>	<u>Topic</u>	<u>Instructor</u>
8am-9am	1		John Johnson, DC

**Attach a separate sheet.

Does the course either promote a product or apparatus or offer a product or apparatus as an optional item for inspection by those attending? If yes, please explain.

Is there a company or vendor that would be interested in sponsoring your seminar? _____

Course learning objectives:

How do you assess student learning (e.g. exams, hands-on evaluations, etc.)?

List of resources and links to websites/videos that will be recommended to participants:

References (list resources such as journal articles, textbooks, etc.):

Please disclose any potential conflicts of interest: (Product-promotion material or product-specific advertisement of any type is prohibited inside the room where the seminar takes place.)

DEADLINES AND FEES

Place an “x” in the box next to each state for which you are requesting an application for Board of Chiropractic approval. There is a \$50 fee for each state requested in addition to the application fee. These fees must be paid with the application submission. Attendance fees will be invoiced after the seminar. The application deadline is how far in advance that state’s board needs to receive the application for consideration. (If there is no deadline, we use 30 days.) You must submit your request to UWS at least 30 days prior to the deadline. If you submit your request less than 30 days prior, an additional fee of \$50 will be assessed for express processing. Approval cannot be guaranteed if deadlines are missed. Express processing needed? Yes___ No_____

STATE REQUESTED (\$50 fee per state)	STATE	APPLICATION DEADLINE	APPLICATION FEE	FEES THAT WILL BE INVOICED TO YOU
	ALABAMA	30 DAYS	\$75	\$25/attendee
	ALASKA	30 DAYS		\$25/attendee + \$15/attendee from AK
	ARIZONA	75 DAYS	\$50	\$25/attendee
	ARKANSAS	30 DAYS	\$5 per hour of CE	\$25/attendee
	CALIFORNIA	45 DAYS	\$50 per topic	\$25/attendee
	COLORADO	30 DAYS		\$25/attendee
	CONNECTICUT	30 DAYS		\$25/attendee
	DELAWARE	30 DAYS		\$25/attendee
	DISTRICT OF COLUMBIA	30 DAYS		\$25/attendee
	FLORIDA	30 DAYS		\$25/attendee
	GEORGIA	30 DAYS		\$25/attendee
	HAWAII	45 DAYS	\$25	\$25/attendee
	IDAHO	30 DAYS		\$25/attendee
	ILLINOIS	30 DAYS		\$25/attendee
	INDIANA	30 DAYS		\$25/attendee
	IOWA	30 DAYS		\$25/attendee
	KANSAS	30 DAYS		\$25/attendee + \$15/per attendee from KS
	KENTUCKY	60 DAYS	\$25	\$25/attendee
	LOUISIANA	30 DAYS	\$50	\$25/attendee
	MAINE	30 DAYS		\$25/attendee + \$15/attendee from ME
	MARYLAND	90 DAYS	\$25	\$25/attendee
	MASSACHUSETTS	30 DAYS		\$25/attendee + \$15/per attendee from MA
	MICHIGAN	30 DAYS		\$25/attendee
	MINNESOTA	30 DAYS		\$25/attendee + \$15/per attendee from MN

	MISSISSIPPI	30 DAYS		\$25/attendee
	MISSOURI	45 DAYS	\$50	\$25/attendee
	MONTANA	30 DAYS		\$25/attendee
	NEBRASKA	30 DAYS	\$25	\$25/attendee
	NEVADA	30 DAYS		\$25/attendee + \$15/per attendee from NV
	NEW HAMPSHIRE	60 DAYS		\$25/attendee
	NEW JERSEY	30 DAYS		\$25/attendee + \$15/per attendee from NJ
	NEW MEXICO	30 DAYS		\$25/attendee
	NEW YORK	90 DAYS		\$25/attendee
	NORTH CAROLINA	30 DAYS		\$25/attendee + \$15/per attendee from NC
	NORTH DAKOTA	30 DAYS		\$25/attendee
	OHIO	30 DAYS		\$25/attendee
	OKLAHOMA	90 DAYS	\$300	\$25/attendee
	OREGON	30 DAYS		\$25/attendee
	PENNSYLVANIA	90 DAYS	\$30	\$25/attendee
	RHODE ISLAND	30 DAYS		\$25/attendee
	SOUTH CAROLINA	30 DAYS		\$25/attendee
	SOUTH DAKOTA	30 DAYS		\$25/attendee +\$15/per attendee from SD
	TENNESSEE	30 DAYS		\$25/attendee + \$15/per attendee from TN
	TEXAS	60 DAYS	\$100	\$25/attendee
	UTAH	30 DAYS		\$25/attendee
	VERMONT	30 DAYS		\$25/attendee
	VIRGINIA	30 DAYS		\$25/attendee
	WASHINGTON	30 DAYS		\$25/attendee
	WEST VIRGINIA	30 DAYS	\$100	\$25/attendee
	WISCONSIN	75 DAYS		\$25/attendee
	WYOMING	30 DAYS		\$25/attendee
	PUERTO RICO	30 DAYS		\$25/attendee +\$15/per attendee from PR
	ALBERTA	30 DAYS	\$100	\$25/attendee
	BRITISH COLUMBIA	30 DAYS		\$25/attendee
	NOVA SCOTIA	30 DAYS		\$25/attendee + \$15/per attendee from NS
	QUEBEC	30 DAYS		\$25/attendee