

Application for Non-KACE Training Credit

Date of Request: _____
 Jurisdiction: _____

Member Name: _____
 E-mail: _____
 Current Supervisor: _____

If you are applying for class credit, you must have completed the classes within the last 90 days and you **must attach attendance verification, class descriptions and instructor bios** for credit to be considered. Use additional sheets if necessary for more classes or certifications.

List of Training requested for credit (Applicant provides the following information)

						KACE Use Only			
Date of Class	Class-room Hours	Class Title	Instructor	Organization Providing Training	Class Desc. Atch'd?	Instr. Bio Atch'd?	Cert. or other Verif. Atch'd?	Apprv'd	
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									

If you are requesting credit for a certification by another organization in the last 3 years, provide the following information and attach a copy of the certificate and list above the education/training that led to the certification.

List of Certifications requested for credit. (Applicant provides the following information)

Date of Cert.	Name of Certification	Certifying Organization Name	Cls Hr Req.?	Exp. Date?	Cert/ Desc/ Atch'd	Org. Inf. Atch'd	Apprv'd

I certify that the above information is true and correct:

 Printed Name

 Signature

 Date: