

Continuing Education Unit (CEU) Approval Request Form

For National and International Events Only



Complete this form to request approval of CEUs for events and learning opportunities of national or international reach. All submissions to ISA must include a completed form and supporting documentation required by the [ISA Continuing Education Policy](#).

Before You Submit

- This form is for national or international events and programs only. Local or regional events should submit requests for CEU approval to the local [ISA Chapter or Associated Organization](#).
- To be eligible for CEUs, the event or learning opportunity must directly relate to a domain of arboriculture and/or urban forestry identified in the respective [ISA credential program guide](#).
- Processing time for approval requests is approximately 4-6 weeks.

Continuing Education Provider Information

Provider Name: _____

Contact Person: _____

Phone: _____ Email: _____

Event Information

Event Title: _____

Delivery Format (*check one*):

Instructor-led

Conference Safety Training/Tailgate

Workshop Live Online/Webinar

Other: _____

Self-guided*

E-learning Podcast

Printed Publication/Newsletter

**Requires a scored assessment of at least 10 questions.*

Event Type & Duration (*check one*):

Single Event

Date: _____

Total length (in hours)*: _____

**Exclude time for breaks and meals in calculating total hours.*

Multiple Events

Start Date: _____

End Date: _____

Frequency: _____

(e.g., weekly, monthly, quarterly)

Total length (in hours)*: _____

**Exclude time for breaks and meals in calculating total hours.*

Self-guided

Total Number of

Assessment Questions: _____

Event Description:

Learning Objective(s):

By submitting this form, I confirm that:

- I have reviewed the ISA Continuing Education Policy and understand the requirements for CEU approval.
- I included all required supporting documentation with this form at the time of submission (see below):
 - If Instructor-led: A detailed outline of the educational material, including topics covered and time spent on each topic (e.g., presentation, syllabus, speaker notes).
 - If Self-guided: A copy of the summative assessment, including all questions (minimum of 10 questions required).
- I understand that my completed form and all supporting documentation must be submitted electronically to ISA via email to certops@isa-arbor.com, and that an incomplete submission may result in processing delays or denial.
- I understand that I must submit attendance records to isa@isa-arbor.com within 30 days of the program or event's start date. I further understand that attendance records must be submitted in the format required by ISA.
- I will not advertise the event or opportunity on this form as being eligible for CEUs unless I receive confirmation of approval from ISA.
- All information provided in this request and its supporting documentation is accurate and complete.

Signature: _____ Date: _____

Name: _____