



# Continuing Education

## National/International Event Pre-approval Form

### REQUESTER INFORMATION

Continuing Education Provider: \_\_\_\_\_

Audience Reach: ☐ National ☐ International

### EVENT INFORMATION

Event Type

>> Instructor-led

☐ Conference ☐ Workshop ☐ Live Virtual Meeting ☐ Other: \_\_\_\_\_

>> Self-guided (requires a scored assessment with at least 20 questions)

☐ Printed publication ☐ Podcast ☐ e-learning

Event title: \_\_\_\_\_

Event description: \_\_\_\_\_

Learning objectives: \_\_\_\_\_

Event duration (or number of questions for self-guided): \_\_\_\_\_

☐ Single event/Event date: \_\_\_\_\_ ☐ Multiple events/Frequency: \_\_\_\_\_ ☐ Does not apply

### PLEASE NOTE:

- Completed forms should be submitted to [certops@isa-arbor.com](mailto:certops@isa-arbor.com).
- A form should be completed for each individual event. Only one sign-in sheet/CEU code will be provided per form completed.
- Programs should not be advertised in any marketing materials as eligible for ISA CEUs without ISA's pre-approval confirmation.**
- To be eligible for CEUs, all programs need to be directly related to arboriculture and be assigned under one of the domains of an ISA certification program (domains for each program can be found in the [relevant application guide](#)).
- Our current processing time is four to six weeks. **Any event submitted less than 30 days prior to the event date will not be considered for approval.**
- As a continuing education provider, you must provide a method to record attendance or score assessments (for self-guided programs). If/when a sign-in sheet and CEU code is provided, it should only be given to program participants after the event is completed.
- Sign-in sheets should be sent electronically to [isa@isa-arbor.com](mailto:isa@isa-arbor.com) within 30 days of program start date. You should receive a confirmation message. ISA is not responsible for undelivered messages, if you do not receive a confirmation please call us at +1 678.367.0981.