



Iowa Board
of Certification

Application for In-Service Training Approval

Thank you for offering our certified professionals an opportunity to expand their knowledge through in-service trainings.

IBC’s definition of an in-service training is: The education and training which occurs within the applicant’s agency, only for agency staff and conducted only by agency staff.

Please note that each attendee must receive a certificate of completion or a letter from the trainer/sponsor to verify program completion; this verification shall include the participant’s name, date and title of the training, an official signature, a notation that this was an IBC Approved In-service training and indication of the number & category of IBC-approved hours (i.e. “IBC approved for 3.0 hours in Special Populations”).

The fee charged to you for training is reflected on the attached “Price Sheet and Order Form” which also must be completed and mailed with this application.

Training Title: _____

Training Date(s): _____

Training Sponsor(s): _____

Training Location(s) & Address:

Name(s) of presenter(s): _____ **# CEUs Requested:** _____

IBC correspondence regarding CEU approval should be sent to:

Name: _____

Complete Address: _____

Telephone Number: _____

Attach with this form:

- Training goals and objectives
- Timed agenda (include break times)

This form may be emailed to IBC at info@iowabc.org, faxed to 515-965-5540 or mailed to: 225 NW School St., Ankeny, IA – 50023. Confirmation of CEU approval along with an invoice will be mailed within one week, and payment to IBC is required within 30 days of invoice receipt or a \$10.00 late fee will be added every 15 days.



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In-service Price Sheet and Order Form

In-service pricing per fiscal year (July 1-June 30)

1-20 hours of training	\$10.00/hour
21-50 hours of training	\$ 9.00/hour
51-99 hours of training	\$ 8.00/hour
100+ hours of training	\$ 7.50/hour

Purchase Options (check one):

We would like to purchase an in-service package for _____ hours which may be used during the fiscal year of July 1-June 30. By doing so, we understand that we will be billed for the full number of hours at the rate indicated above and have until June 30, 2011 to use them. Our invoice will reflect a 10% discount off the total amount. **

Example: An organization could purchase 30 hours of training at \$9.00/hour = \$270.00, less the 10% discount, for a total of \$243.00. IBC will keep track of how many hours of training are used.

We would like to receive CEU in-service approval for this training only.

Example: An organization occasionally applies for in-service approval...for every hour up to 20 total hours, the cost is \$10.00/hour. Once the organization hits 21 hours, the cost per hour will be \$9.00/hour.

Organization _____

Contact Person _____

Address _____

Phone _____

Email _____