

# **CONTINUING EDUCATION APPLICATION CHECKLIST**

## **CITY OF OMAHA ACAD BOARD**

Please use this checklist to ensure that the ACAD Board receives all required information for your continuing education request for approval.

### **INCOMPLETE PACKETS WILL BE RETURNED.**

*When submitting an application to the Board for continuing education approval, ask yourself the following questions:*

#### **What is your request to the Board?**

- Application Form
- Detailed itinerary/agenda for the requested class (this should be broken down by class hour and subject)

#### **Who is providing this class?**

- Detailed information about Provider (this is usually the company or corporation sponsoring the requested continuing education class). Have you provided continuing education for the ACAD Industry in the past? For how many years?

#### **Who is teaching this class? What are their qualifications?**

- Detailed professional biographies for all Instructors, outlining their professional background, experience in teaching continuing education classes, and expertise in teaching the proposed subject(s).
- Copies of proposed training materials, such as reference sheets, handouts, training manuals, class exam(required by the ACAD Board), printed copies of Power Point presentations or overhead projector sheets, etc.

**PLEASE NOTE: The Board for our files may retain some or all of these items. Please be prepared to leave a copy of your materials with the Board at the meeting if requested.**

- List of equipment to be used by instructors during the class, i.e., laptop computer, overhead projector, slide projector, etc.

Please contact Thomas Phipps at 444-5383 or by email at [tphipp@ci.omaha.ne.us](mailto:tphipp@ci.omaha.ne.us) if you have questions regarding the items on this list.