



NRSB COURSE APPROVAL APPLICATION

INSTRUCTIONS: Complete all items required below. Please mail course material, completed NRSB Course Approval application, and application fee to: The NRSB, 14 Hayes Street, Elmsford, NY 10523.

To calculate Fee: Number of credits _____ x \$25 = _____ Total Fee

For example: 8 credits x \$25.00 = \$200 (Total Fee)

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1. Contact Name _____
Company Name _____
Address _____

Phone Number _____ Fax Number _____
E-mail _____
 2. Have you ever had a course previously approved by the NRSB? _____
If so, list one course by title _____
 3. Type of Activity (short course, publication, attendance at meeting) _____
 4. Presentation method: (e.g. Lecture, Video, Distance Learning, etc.) _____
 5. Attach Outline or Syllabus of Course
 6. Attach copy of certificate of course completion
 7. Attach all printed text and all multi-media
 8. Include quiz and answer sheet
 9. Include student course evaluation form
 10. Activity Duration (if applicable)
Contact Hours _____ Days _____ Semester Hours _____ Other _____
 11. Course Title: _____
 12. Course Dates: _____ Number of Hours _____ Number of Credits _____
 13. Course Instructors: _____
 14. Location of Activity: _____

15. Other Relevant Information (include measurement tool):

16. Attach appropriate Resume and/or credentials supporting this request.

17. Requestor's Signature & Title _____ Date _____

To be filled out by Education Committee use:

Date Rec'd _____

Instructor Approval: _____

Name of Reviewer (Print) _____

Education Committee Member: _____ Date _____

Signature: _____

Date Course Provider Notified _____ Expiration _____