

FOR OFFICE USE ONLY	
Date of Board Action:	
<input type="checkbox"/> Approved	<input type="checkbox"/> Denied
# of CEU's:	

APPLICATION FORM for CONTINUED EDUCATION UNITS (CEU's)

- Electrical License Examining and Interpretation Board (meets 2nd Tuesday each month)*
- HVAC License Examining Board (meets 1st Tuesday of each month)*
- Construction & Roofing License Examining Board (meets 2nd Wednesday of each month)*
- For Review by All Boards*

All applicants for CEU's must submit the following items to the Evansville-Vanderburgh Building Commissioner's Office no fewer than 7 calendar days before the monthly meeting of the Construction & Roofing Licensing Board:

- 1) This **CEU APPLICATION FORM** completed in full;
- 2) Attach a detailed **Course Description** in written outline form; and
- 3) Attach Credentials or Bio Information for all Speaker(s) in written form.

CEU APPLICATION FORM

1)	Title of Event:	
2)	Date of Event:	
3)	Time(s) of Day for Event:	
4)	Number of CEU credits requested:	
5)	Location of Event:	
6)	Sponsoring Organization/Company:	
7)	Contact Person: Phone: Email:	

POLICIES:

1. ALL CEU'S MUST BE APPROVED BY THE RESPECTIVE BOARD BEFORE THE CLASS BEGINS.
2. Boards meet regularly, and applicants are welcome to attend.
3. Incomplete answers, or lack of required attachments, are basis for automatic denial of CEU's.
4. Any variation from these policies must be approved by the respective Board(s).

Revised: 01/2008

