



Continuing Education Application Credit Process

1. Continuing Education application complete, include appropriate supporting documentation, such as name and CV of lecturer(s) (within reason we don't need more than two pages for each person). The website of seminar is helpful but not sufficient by itself.
2. Submit application and supporting documents to the office of the association.
3. Office of the Association prepares the application to be sent to the Continuing Education Committee with the form for the CE Committee members to complete.
4. CE Committee members review the material and complete the form according to their approval or not approving the continuing education and return the approval/not approving the seminar to the office of the association, including the number of years that the approval will cover, three to five years.
5. The Association will post the seminar on the NBCA website under Continuing educational seminars approved by the Continuing Education Committee, and the dates through which the approval of the seminar is covered.
6. When the approval date is expired, the Continuing Education Application will be required to be repeated should anyone be interested in the continuing education seminar.
7. The approval of the seminar will be forwarded to the applicant.
8. When a NBCA member attends a seminar, they are required to provide a certificate of Attendance. The certificate must provide the following:
 - a. The dates of the seminar (not the date the certificate was signed)
 - b. Title of the seminar including some or all of the content
 - c. The name(s) of the lecturers
 - d. The location of the seminar
 - e. The Sponsor(s)
 - f. An authorized signature that is readable
 - g. The hours that are allotted to the seminar
 - h. If the above is not complete an agenda with the information should accompany the certificate
 - i. The approval notice from the Continuing Education will also accompany the Certificate
9. If there is incomplete information provided the Credit hours will not be included in a member's record.
10. A receipt of payment or a completed registration form for a seminar does not qualify for appropriate certification of attendance
11. The scans must be legible and all the information required readable