

## **Regarding Submission Of Continuing Education Course Approval Application**

The application must be received at least thirty (30) days prior to the date of the program to guarantee notification of approval or denial of certification.

The rule also provides for an appeal process to the full Board, on denied applications that are received at least sixty (60) days prior to the date of presentation.

If it is received less than 60 days and is denied, there are no appeal rights.

Applications received less than thirty (30) and ten (10) days prior to the date of the program cannot be guaranteed certification prior to the date of the program. No applications for approval of continuing education programs will be accepted less than ten (10) business days from the date of such program.

If you have any questions, please call the Board office at 573-751-0092.