

**Illinois Arborist Association (IAA)  
International Society of Arboriculture (ISA)**

**Continuing Education Unit (CEU) Chapter Pre-Approval Request Form**

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- Submit an outline, agenda or detailed description of the event with this form. Pre-approval requests received without supporting documentation will not be approved. **Only talks regarding TREES will be considered for CEUs (i.e. water gardening, turf grass, flowers, safe driving skills, motor vehicle training, people management, etc. DO NOT qualify for arborist CEUs).**
    - Conference/Workshop/Symposia: include a copy of the program
    - Safety Meeting/Training: include an outline of the topics covered and/or handouts
  - This form must be received at least 5 business days prior to the event.
  - Complete all sections of this form and email, fax or mail to your local chapter liaison.
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**Type of Event:**

- ☐ Safety Meeting / Training      ☐ Other \_\_\_\_\_
- ☐ Conference / Workshop / Symposia
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**Event Title:** \_\_\_\_\_

**Date of Event:** \_\_\_\_\_

**Location & Address of Event:** \_\_\_\_\_

**Speaker(s) Name:** \_\_\_\_\_

**Total Seat Time of Event** \_\_\_\_\_

*(Provide agenda with times as well as breaks and lunches.)*

**Please provide a detailed description of the classes(s):** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Please complete the checklist on the following page.**

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**Name of Contact:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## Weighted Content of CEUs

Please check any of the following categories that you feel will be covered during the session(s).

- **SCIENCE:**

- Abiotic Influences
- Biology
- Biotic Influences
- Diagnostic Process
- Plant Identification & Selection
- Soil Science

- **PRACTICE:**

- Climbing, Rigging & Removal
- Installation Practices
- IPM (Pests)
- Water Management
- Pruning
- Soil Treatment
- Support/Protection

- **MANAGEMENT:**

- Business Relations
- Inventory/Management Plans
- Plant Appraisal
- Risk Assessment
- Safety
- Tree Preservation

Please return all documentation AT LEAST five business days PRIOR to the event via email to Aaron Schulz at [aaron@oakbrostrees.com](mailto:aaron@oakbrostrees.com).