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

Only Talks regarding TREES will be considered for CEU’s (i.e., water gardening, turf grass, flowers, safe driving skills, motor vehicle training, people management, etc…. DO NOT qualify for arborist CEU’s)

Submit an outline, agenda, or detailed description of the event with the form below. Pre-approval requests received without supporting documentation will not be approved.

- 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.

If you are holding a meeting or event and will be offering CEUs, please complete all sections of our new CEU payment policy form below ($10 per code, $135 max for conferences). Once forms are submitted to the ISA, you will be sent the CEU sign-in sheets.

Name of Contact: ________________________________________________

Organization/Company/Municipality (Registrar): ________________________________________________

Email: __________________________________________

Phone: __________________________________________

Address: ____________________________________________

City: __________________________ State: _________ Zip: _______________

Date: ______________________

Signature: _________________________________________________

Type of Event: _____ Safety Meeting/Training _____ Conference/Workshop/Symposia _____ Other

If Checked OTHER above, please let us know what Type of Event it is: ________________________________

Event Title: ________________________________________________

Date of Event: ______________________

Location of Event: ________________________________________________

Address of Event: ________________________________________________

City: __________________________ State: _________ Zip: _______________

How will you be hosting this event? _____ In-Person _____ Virtual _____ In-Person & Virtually

Speaker(s) Name: ________________________________________________

Total Seat Time of Event: __________________________________________

(Please provide agenda with times as well as breaks and lunches. If you email your agenda to Aaron, you do not need to fill this box If your event is 4 hrs. or longer, you must email Aaron your agenda. Thank you!)
Please provide a detailed description of the class(-es):

New CEU Payment Policy ($10 per code, $135 max for conferences)

_____ Per Code - $10.00  _____ Full Conference Maximum (includes multiple days) - $135.00

IAA will email an invoice before CEUs are processed. Thank you!

Please return all documentation AT LEAST five business days PRIOR to the event via email to Aaron Schulz at aaron@oakbrostrees.com.