

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

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

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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.

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**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

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**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 Eric Hendrickson at [HendricksonE@villageoflombard.org](mailto:HendricksonE@villageoflombard.org).**

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