

Credit Evaluation/Pre-Approval Request

While it is not necessary to have programs pre-approved or submit programs for credit evaluation, we would be happy to evaluate the number of credits a specific program will earn towards recertification. To request a credit evaluation, simply complete this form and mail to Carrie Mejorado to the address listed below. The fee is \$25 per program you'd like evaluated for an individual. The fee is \$200 for a company that would like to have a program evaluated for a group of their employees to individually submit for recertification, or for a company to promote CHRS or CWCP continuing ed credit for their program.

Please place a check mark next to the recertification for which you would like this/these activities to apply (check all that apply): CHRS CWCP

Submit completed form to: Carrie Mejorado, Program Coordinator HR Executive Education Michigan State University, 368 Farm Lane Road, Room S421A, S. Kedzie Hall, East Lansing, MI 48824-1032

Please provide complete contact information so that we may notify you with the number of credits when the evaluation has been completed.

You will receive a credit evaluation decision via email. Please allow 3-4 weeks for processing.

CONTACT INFORMATION						
Name					Date	
Title			Email			
Organization						
Mailing Address				Suite/Mail Code/Apt.		
City			State		Zip Code	
Phone			Extension		Fax	

Name and address of organization sponsoring the activity					
Phone number or web address of sponsoring organization					
Title of educational activity					
Date(s) and Time(s)					
Location					
Method of presentation	<input type="checkbox"/> Workshop	<input type="checkbox"/> live webinar/video conference	<input type="checkbox"/> on-demand/self-directed	<input type="checkbox"/> other	
If selected "other" above, describe					
Description of materials distributed					
Detailed Agenda and Instructor Credentials May attach a copy of the brochure					
Instructional Hours (subtract lunches and breaks)					