


Michigan State University
School of Human Resources and Labor Relations
Professional Development Programs

Pre-Approval Credit Evaluation Request



While it is not necessary to have programs pre-approved in order for them to count towards recertification, we are happy to do so. To request that a program be pre-approved, or to determine in advance the number of credits a particular program will earn, complete this form and submit to Kristi White at whitekr@msu.edu. **Include a detailed agenda or copy of the program brochure.**

The fee is \$25/program for individuals requesting a credit evaluation for a program that is being offered by a third party.

The fee for organizations wishing to have the programs that they present pre-approved the fee is \$200/program.

Fees may be paid online at <http://bit.ly/CreditEvaluationRequest> or by mailing a check, made payable to MSU, to the address below. MSU's Federal Identification number is 38-6005984.

Kristi White
School of HR & LR
South Kedzie Hall
368 Farm Lane, Room S422
East Lansing, Michigan 48824-1032

You will receive a credit evaluation decision via email. Please allow 2-4 weeks for processing.

Contact Information

Name:

Email:

Phone:

Organization:

Street
Address:

City:

State:

Zip:

Country:

Name of certification program(s) to which you would like to have the program applied:

Name (title) of program to be evaluated:	
Name & address of organization presenting the program:	
Web address of organization presenting the program:	
Program date(s):	
Program start and end times:	
Number of Instructional hours (subtract lunches, breaks, vendor hall hours, and all non-educational activities):	
Location of program:	
Method of presentation (in-person, online synchronous, online asynchronous, other):	
If other, description of presentation method:	
Description of materials to be distributed during class (manuals, handouts, etc.):	