



Arizona Department of Agriculture (ADA)  
 Compliance Section  
 1688 W. Adams Street, Phoenix, Arizona 85007  
 (602) 542-0901 Fax (602) 542-0466

**Continuing Education Unit (CEU) Request**

ARS 3-363; AAC R3-3-211

**Course Description (PLEASE PRINT):**

Course Title \_\_\_\_\_ Course Date \_\_\_\_\_  
 Number of CEU hours requested \_\_\_\_\_  
 Course Location/Address \_\_\_\_\_ Start Time \_\_\_\_\_ End Time \_\_\_\_\_  
 Sponsor/Organization Name \_\_\_\_\_  
 Contact Person \_\_\_\_\_ Phone # \_\_\_\_\_  
 Contact Person Address \_\_\_\_\_ Fax # \_\_\_\_\_  
 Email Address \_\_\_\_\_

**Course Availability (Please check all applicable boxes)**

Open to the public     Closed to the public     Attendance Fee \$ \_\_\_\_\_     No Attendance Fee

Number of CEU forms needed \_\_\_\_\_

Check here  to obtain credit for Office of Pest Management (OPM) license holders.  
 (Restrictions may apply. Please telephone Ron Walker at 602-255-3664 for additional information).

**NOTE:** Arizona Department of Agriculture Personnel may attend, without cost or advance notice, to monitor this course for evaluation purposes. If it is determined that the course or presenter varies significantly from that approved, the number of CEU's may be modified.

**Attach to this request (check off items):**

A course outline indicating time period for each item covered.     Description of the information that will be covered under each outline item.  
 Biography of each person who will present course information, demonstrating the person's qualifications.     The address to which course material(s) must be sent if different than the sponsors address.     If the course will be presented at more than one location, the address of each location at which course information will be presented.

**Acknowledgments:**

Course sponsor acknowledges the following Arizona Department of Agriculture policy guidelines and understands that Continuing Education Units granted by the Department may not be honored upon presentation by the course attendee if these policy guidelines have not been followed. Sponsor agrees, at the beginning of each approved CEU course, to notify attendees of the following policy guidelines.

- Course attendees must sign in on the "Sign-in" form for each course granted CEU credit.
- Course sponsor will supply **ONE** CEU form to each credentialed attendee. Attendees with more than one credential must place each credential number in the appropriate box on the single form.
- Course attendees must completely fill out and sign the CEU form for each course granted CEU credit and return the completed forms to the course sponsor at the end of the approved course.
- Course sponsor must sign each completed form, return the pink copy to the attendee, and advise the attendee to send the pink copy to the department with the renewal application.
- Course sponsor must return the sign-in sheet(s), the completed white copy of the CEU forms, and all unused CEU forms to the department within ten (10) working days after the approved course.

**I, the undersigned, acknowledge that I have read & understand the requirements for granting CEU's to the attendees of this course, and I agree to comply with the policy guidelines stated above. I also understand that pursuant to A.R.S. 3-363 and A.A.C. R3-3-211, my request must be received by the Department at least 14 calendar days before the course is held. Failure to comply with any portion of this application may result in a delay or denial of my course.**

Print Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_