



Application for CWCP Sponsor Accreditation

30 days prior to activity, mail to : PO Box 4151 Baton Rouge, LA 70821-4151

Phone: 225-338-0705 Fax: 225-383-6414 Email: xyz@microsoft.com

Sponsor Submitting Course / Contact Person form with fields for Name, Address, Sponsor Number, Phone, Fax, and Email.

Course Information form with fields for Course Title, Course Date, Start Time, End Time, Meeting Site, City, State, Course Instructor, and Telephone.

Credit Hours calculation section: To compute the number of credit hours enter the total number of minutes of teaching on the first line and divide by 60 minutes. Time allotted for breaks, meetings, or meals does not qualify for CE hours. Example: 360 / 60 min = 6 Hours.

Method of Instruction form with checkboxes for Classroom/Lecture, Seminar, and Professional Association, plus a note: * In-house training and web seminars are not accepted.

Instructors Authorized to Sign Certificate of Attendance form with fields for Authorized Signature, Printed Name, Title, and Date.

Accreditation Fee section: A \$25 filing fee is due upon application. Please make checks payable to LASIE.