



IBE Continuing Education Unit (CEU) Registration Form for courses from a non-registered provider

Instructions: Please read the following carefully and complete all parts fully before returning this form and supporting documents to IBE.

Your completed materials must be accompanied by a check made payable to IBE in the amount of \$50. You can submit payment on-line via the IBE website – www.buildingbiology.net

Requesting individual: All communications for the IBE CEU Course approval will be sent to the person designated as the Requesting individual. This person will also be responsible for submitting course descriptions.

Please provide the necessary information for the Requesting Individual below:

Name: _____

Title: _____

Telephone: _____ Email: _____ Fax: _____

Street address: _____

City, State, Zip Code: _____

On a separate sheet, please provide the following information about the course:

1. Course title, and briefly describe the education/training component of the course. Be sure to state clearly which of the IBE principles and subjects are included.
2. Identify the number of continuing educational units (1 CEU per hour). Is the course suitable for BBP or BBEC, or both?
3. Attach appropriate catalogs, brochures, etc. used to publicize and describe the educational activities.
4. Provide information on presenter credentials, experience and qualifications. Include the name and contact information of the sponsoring organization.

The Requesting Individual should sign this statement:

The Requesting Individual would like the course described in this application to be included as part of the IBE CEU. To the extent of my knowledge, all the information contained herein is accurate. The IBE will keep records of the educational activities on behalf of the Requesting Individual. Each student participant will be responsible for submitting to IBE, proof of successful completion of the approved course in order to earn CEU credit.

Signature: _____ Date: _____

Please print name: _____

Please send this completed form and other supporting materials along with a check for \$50 made payable to: IBE. (On-line registrants can fax this form and documents)