



CONTINUING EDUCATION HOURS Request for Approval

Please print clearly and/or submit electronically.

Instructions:

1. Fill out the form in its entirety for a *proposed or completed* course.
2. **Attach a course agenda, outline and/or course description.**
3. Attach copies of certificates, sign in sheets or other proof of attendance, if applicable.
4. Fax, email or mail the completed form and attachments to:

NBBLO
Attention: Ken Musgrave
PO Box 67
New Creek, WV 26743

Phone: 801/261-8266
Fax: 702/943-3300
Email: Ken@nbblo.org

Name & Title: _____

Of person submitting request

Address: _____

Of person submitting request

(Street / City / State / Zip)

Work Phone #: _____

Of person submitting request

Course Title: _____

Course Date(s): _____

Course Location: _____

Course Length(# of hours): _____

Course Instructor: _____

Briefly explain how the course is related to your job and/or the business licensing profession:
