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# Office of Language Access - **Continuing Education**

# **Approval Request Form**

**All educational activities not included in the pre-approved list must be submitted to the compliance Panel a minimum of fifteen (15) days before the event takes place to receive approval and a CEAA number. All individual approval request forms must include supporting documentation such as a syllabus, agenda, or any other course material pertinent to the request. The Panel has discretion to deny a request**

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| **Course Information** | |
| *Title* Click or tap here to enter text. | |
| *Brief description of content*  Click or tap here to enter text. | |
| *Speaker’s Name & Title (for conference or multi-day events, please list names and titles of speakers on separate sheet)*  Click or tap here to enter text. | |
| *Date(s) of Activity*  Click or tap here to enter text. | *Time of Activity*  *(from)*Click or tap here to enter text.*(to)*Click or tap here to enter text. |
| *Number of continuing education points requested*  *(One point per hour of instruction; maximum of 12 points per event)* Click or tap here to enter text. | |
| *Signature of Requesting Individual*  Click or tap here to enter text. | *Date*  Click or tap here to enter text. |

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| **Approval (to be completed by the Language Access Administrator)** | | |
| *Reviewed by*  Click or tap here to enter text. *Date* | *CEAA#*  Click or tap here to enter text. | *Comments*  Click or tap here to enter text. |
| *Points Approved*  Click or tap here to enter text. | |

*Please submit this form via email to the Office of Language Access or Continuing Education Compliance Panel designee:*

*E-mail:* [*continuingED@judicial.state.us*](mailto:continuinged@judicial.state.co.us)