Application to Provide Continuing Education (CEs)

Instructions: Please complete the entire application for each program you are requesting CEs for. Application must be submitted two months in advance of the program date or pay an expedited approval fee.

Contact Information:

Name of Applicant:	
Name of Organization (if applicable):	
Name of Person/Entity Providing Payment:	
Mailing Address:	
Email Address:	Phone Number:

Program Information:

Title of Program:
Program Summary:
Learning Objectives: 　　1. 　　2. 　　3.

Schedule of the event (including registration, exact times of presentations, break times, evaluations time, etc.):
# of CEs requested (50-60 minutes = 1 CE, max. 8 per day):
Dates of Program:
Address/Location of Program:
Is this a Web-Based application? ☐ Yes ☐ No ☐ Both in person and online

Presenter information:

Name of Presenters:
Presenter Bios:

Required Attachments:

Please attach the following to your email when submitting the application

☐	Certificate of Attendance
☐	Program Evaluation Form
☐	Resume/CV for each presenter
☐	Program Marketing (flyer, postcards, brochure, etc.)

Fees and Payment:

Once approved, a program can be run multiple times within one calendar year under the same CE approval #.

# of Programs	CTAMFT Member	CTAMFT Non-member
1-2	$125	$150
Up to 5	$250	$275
Up to 12	$525	$550
Unlimited	$775	$880
Expedited Review (additional cost)	$50	$75

Mail payment to:
American Association for Marriage and Family Therapy
C/O Monique Thomason
Re: Connecticut Association for Marriage and Family Therapy
112 South Alfred St.
Alexandria, VA 22314-3061
Please write "CTAMFT CE Application Fee" in the memo of your check

Please submit this entire application by email to Education@CTAMFT.org when complete.

For CTAMFT only:

Date Received:	Late Fees (if applicable):
☐ Approved ☐ Not Approved ☐ Needs Correction →	Please Correct the Following and Re-Submit: ● ● ● ●
☐ Posted to CTAMFT's Website on the Continuing Education page (in Education Committee section). ☐ Four (4) e-mail blasts will sent out via our "CTAMFT E-Classifieds" (email to opt-in subscribers) on the following dates:	

o   Week 1:
      o   Week 2:
      o   Week 3:
      o   Week 4:
☐ Program archived on CTAMFT's E-Classifieds page
☐ Posted on the "Calendar" on CTAMFT Website	

Approval Letter Sent	CE #: