

CONTINUING EDUCATION PRE-APPROVAL FORM

Approved: YES ____ NO ____ Credits Approved ____
Pre-Approval Code: _____
Code Assigned by Board

1. Name Of Course: _____
2. Name Of Presenter: _____
3. Sponsoring Organization: _____
4. Are you requesting pre-approval to sponsor the course/seminar or attend?
Sponsoring ____ Attending ____
5. Will this course/seminar be taught or presented for continuing education on a repeated basis? ____ No ____ Yes
6. Provide date(s) when course/seminar will be presented.
7. Address of person or organization responsible for maintaining records:
Contact Persons Name: _____ Telephone: _____
Sponsoring Organization: _____ Fax: _____
Address: Street/P.O. Box: _____ E-Mail: _____
City: _____
State/zip code: _____
8. If printed course description not available, provide description of course:
9. Check the following group most closely affiliated with the sponsor of course being submitted for pre-approval.
 Geologic Professional Society
 Geologic Field Trip
 Geology Department College Course\seminar
 Other Technical Society Meeting
 Federal or State Government
 Intramural (In house)

A request to pre-approve an event for continuing education credit must be accompanied with form and any printed event description.

Pre-approval Instructions

The Board encourages sponsors of meetings and events potentially eligible for geologic continuing education credit to seek pre-approval from the Board. The benefits of pre-approving an event for CE credit are:

1. assurance to event attendees that their work will be accepted by the Board for CE credit;
2. the sponsor can market their event as approved by the Board for CE credit; thus increasing the attractiveness of the event to prospective attendees; and,
3. better responsiveness by the Board to the needs of professional geologists registered in South Carolina.

The pre-approval form should be completed by the sponsor 30 days prior to the start of the CE event and submitted, along with descriptions of the event, to the Board office. If the event includes subjects other than geology, course description(s) specific to geology should be marked clearly for Board review. This pre-approval form may also be used by prospective attendees to an event that has not been pre-approved by the event's sponsor.

The process for pre-approving an event will be as follows.

1. The event sponsor submits completed pre-approval form along with event description to S.C. Board of Registration for Geologists. If the event does not have a formal printed description, there is space on the form for a typed event description.
2. Board reviews submitted form and description. If approved, Board will assign a code. A copy of the form will be returned to the sponsor/attendee. For events disapproved by the Board, the form will be returned with the NO box marked with an explanation stating why the Board found the event unacceptable for CE credit.
3. Sponsor of the event should provide the attendees of the event with the pre-approval code. The attendees should be instructed to mark the code on the *Continuing Education Submissions* forms (form used to list CE events attended and being submitted to the Board for credit).
4. If an event attendee received the pre-approval, he or she should provide the approval code on their *Continuing Education Submissions* form. Attendee may share the pre-approval code with the sponsor of the event for dissemination to other attendees in the class.
5. The pre-approval code will be cross referenced with the approved event in a data base. The Board will match the pre-approval code provided with *Continuing Education Submissions* forms when reviewing final CE submittal for credit.

Events sponsored by professional societies that are a member of the American Geological Institute (AGI), geologic field trips or college geology departments will be granted approval. Events and meetings sponsored by government, other technical societies or intramural (in-house) will be reviewed in a deliberate manner for conformity with CE guidelines.

Geologic Professional Society (AGI member) — Always approved for CE credit

Geologic Field Trip — When led by geologist, always approved for CE credit

College Geology Course\Seminar — Always approved for CE credit

Technical Society Meeting (not AGI member on approved list) — Needs Board review and approval

Federal or State Government — Needs Board review and approval

Computer courses — Must be specific to geology (e.g., groundwater modelling) Needs Board review and approval

Intramural (In-house) — Needs Board review and approval

Regulatory — Not consistent with CE Guidelines and will not be approved for CE credit

General Office/Business Courses — Not consistent with CE Guidelines and will not be approved for CE credit