

APPLICATION FOR APPROVAL OF A CONTINUING PROFESSIONAL EDUCATION COURSE FOR CREDIT

PDE-3009 (1/00)

Instructions: Complete two copies of this form. Submit one signed copy to the Department of Education, Division of Professional Education and Planning, 333 Market Street, 8th Floor, Harrisburg, PA 17126-0333, for initial course approval only. A copy of this cover page will be returned to the provider to indicate initial approval by the PDE. When approved, keep original approval on file. In addition, one copy shall be retained and filed at the PDE. After each subsequent approval by the provider, a new course file should be created and maintained by the provider with a new cover sheet attached.

<div style="border: 2px solid black; width: 60%; margin: 0 auto; height: 80px;"></div> <p style="text-align: center; margin-top: 5px;">TYPE NAME OF CONTACT PERSON AND PROVIDER ADDRESS IN THE SPACE ABOVE</p>					If course is a repeat course, indicate the following:	
					COURSE NUMBER	
					INITIAL PDE APPROVAL DATE	
COURSE TITLE					HOURS OF INSTRUCTION	
INSTRUCTOR					SCHEDULED DATES & TIMES	
SITE OF COURSE						
SPONSORING AGENCY						
PERSON ADMINISTRATING COURSE	AREA CODE & TELEPHONE NUMBER	DATE APPROVED BY DESIGN TEAM	No. CREDITS & LEVEL U-GRAD or GRAD	DATE SUBMITTED TO PDE (INITIAL APPROVALS ONLY)		
COURSE ADMINISTRATOR'S SIGNATURE						
PDE CONTINUING PROFESSIONAL EDUCATION COORDINATOR USE ONLY						
PDE APPROVAL SIGNATURE			APPROVAL DATE		NUMBER OF CPE CREDITS	
RECOMMENDATIONS OR COMMENTS						