

Class I

Educational Experience

NO LIMIT ON CLASS I HOURS PER TWO-YEAR CYCLE
SELF-STUDY = 20 HOURS MAXIMUM

Mail to: KOTA, 825 S. Kansas Avenue, Suite 500, Topeka, KS 66612
Questions call (877) 904-0529

Application MUST be submitted within 60 days of program date. Late fee of \$20.00 applies if more than 60 days.

Therapist's Name _____ Kansas License # _____

Address _____ City/State _____ Zip _____

Home Phone (_____) _____ Work Phone (_____) _____

Email _____

Check here if any of the above information has changed.

Please STAPLE all supporting materials to this form

Each Application MUST include ALL of the following or it will be denied:

1. Workshop brochure OR information including: _____ timetable required for all Class I CEUs [EXCEPT Self Study] _____ learning objectives _____ speaker(s) name(s) _____ number of contact hours. If college course, include _____ grade card and _____ copy of course description.
2. Copy of Certification of Attendance with number of contact hours listed. If certificate is not available, enclose brochure signed by each speaker. Speaker's name must be listed in brochure identifying them as a speaker.
3. \$20.00 late fee if application is being submitted 60 days after program date, payable to KOTA.

Program Title _____

Date(s) _____ Location _____

Program Provider (as appears on certificate) _____

Contact Hours outlined on brochure/college credit _____ Contact Hours Requested* _____

* **NOTE:** One hour of college credit equals 10.00 hours of CEU credit.

Type of Program (check one):

_____ Live Presentation _____ College Course _____ Self-Study/Online

PRESENTERS OR CO-PRESENTERS of Class I courses **DO NOT** use this form. You should submit a **Class V: Credit for Presentation of Class I Form**.

ATTENTION: This form is to be completed by individual therapists wanting contact hours for a Class I experience. Contact hours will not be awarded until after the program has been attended. **NO EXCEPTIONS WILL BE ALLOWED.** If submitted incomplete, application will be denied. If denied upon first submission, you have 60 days to resubmit before a late fee is required. Notes from employers, airfare receipts, etc. are **NOT** proof of attendance.

(DO NOT WRITE BELOW THIS LINE)

Reviewer's Initials _____ Date Approved _____ Contact Hours Awarded _____ Class _____

Denial Date _____ Denial Reason _____

Date Received _____ Late Fee _____

Revised 04/2015