

Application Checklist for Sponsors of CEC Programs

The following information is required before a new course submission is sent to the Education Committee for review. Failure to provide complete data will result in the return of the submission.

- _____ A \$50, non-refundable application and processing fee must be submitted with each course application submitted 8 weeks prior to a meeting. Late submissions must also include the late fee designated in the ABO/NCLE fee schedule. Applications submitted less than two weeks from the date of the program *may* be rejected.
- _____ Indicate whether you are seeking ABO or NCLE approval. If both, submit an application for each.
- _____ Supply legible and complete information regarding sponsor representative, including phone number and email address.
- _____ List course length (50 minutes = 1 hour credit)
- _____ Identify **the speaker's** requested course classification: **Technical** (relate directly to skills contained in *Job Analysis* – optical in nature); or **General Knowledge** (enhance abilities to fulfill job duties – usually not optical in nature).
- _____ Identify **the speaker's** desired course level: Level I (basic with little or no prior knowledge); Level II (**intermediate** with some prior knowledge); Level III (advanced topics with extensive experience). Only Technical courses have different levels – General Knowledge courses do not have different levels.
- _____ Provide **the speaker's** course description of approximately 25 to 50 words stating in general terms what knowledge or skills the participants are expected to obtain (i.e. learning objectives).
- _____ Provide **the speaker's** detailed, *typed*, course outline listing the main topics of the course, specific sub-topics, and how much time will be spent on each segment of the course.
- _____ If the speaker is an industry vendor, provide a signed statement pledging the course will be presented in a generic manner.

Additional requirement for Level III submissions:

- _____ Only speakers with Level III (advanced) approval can deliver a Level III (advanced) course.

Note: New course applications can take up to eight weeks to process. Plan ahead and submit applications at least two months prior to your program date. Remember that retroactive CECs will not be awarded.