

# MN Area ACPE Sub-Regional Continuing Education Event Funding Application

(Complete and Submit to the MN Area ACPE Sub-Regional Continuing Education Committee Chair)

Contact Person: \_\_\_\_\_  
Contact Person's Address \_\_\_\_\_  
Contact Person's Phone \_\_\_\_\_  
Contact Person's E-mail \_\_\_\_\_

Date of Request: \_\_\_\_\_

Date of Proposed Event: \_\_\_\_\_

Focus of the Proposed Event: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Please list 5 ACPE Supervisors who anticipate/plan to participate/attend the proposed event. Alternatively, describe the MN Area ACPE Supervisors for whom this event is intended:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please indicate the costs involved in conducting this educational event. Identify all costs involved, as well as, anticipated costs per participant:

Speaker/Presenter \_\_\_\_\_  
Lodging \_\_\_\_\_  
Room Rental \_\_\_\_\_  
Food and Beverages \_\_\_\_\_  
Materials \_\_\_\_\_  
Other (please specify) \_\_\_\_\_  
\_\_\_\_\_

Number of participants expected: \_\_\_\_\_

Anticipated cost per participant: \_\_\_\_\_

**TOTAL funds requested:** \_\_\_\_\_

Are CEU Certificates Requested?

\_\_\_\_\_ No  
\_\_\_\_\_ Yes If so, please indicate the # of contact hours \_\_\_\_ or CEUs \_\_\_\_

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**MN Area ACPE Sub-Regional Continuing Education Event  
Funding Application (Continued)**

Following the event, the contact person will be responsible for submitting a report, which includes the following information:

- A description of the event
- Number of ACPE Supervisors attending
- Others attending the event
- A detailed budget

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MN Area ACPE Continuing Education Committee Action:

\_\_\_\_\_ Approved with a budget of: \_\_\_\_\_

\_\_\_\_\_ Approved with the following stipulations:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Additional Information needed prior to decision:

\_\_\_\_\_

\_\_\_\_\_ Disapproved due to:

\_\_\_\_\_

\_\_\_\_\_

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**GUIDELINES for Requesting Sub-regional Continuing Education Funds:**

1. *All groups requesting sub-regional continuing education funds are asked to submit a written request for funding as far in advance as possible of the event.*
2. *The focus of the event is to be related to the role of the CPE Supervisor and programs as outlined in the Standards.*
3. *All groups requesting sub-regional continuing education funds must include the support and attendance of at least 5 ACPE Supervisors in the Sub-region.*
4. *Funding will be based on the:*
  - a. *Expected and/or actual attendance,*
  - b. *funds available in any given year,*
  - c. *number of events planned by the sub-regional continuing education committee and/or other groups in the sub-region.*
5. *Events receiving funding must document attendance and send a report of the expenses and/or income to the chair of the MN Area Sub-regional Continuing Education Committee for inclusion in the minutes and budget report.*
6. *Groups may be in contact with Sub-regional Continuing Education Committee on how to acquire CEU Certificates for the participants.*