

Procedure for Submitting Training

To submit **Certification training** for Board approval, please follow these steps:

- Send ten (10) paper-clipped copies of the course syllabus outline.
- Send ten (10) paper-clipped copies of the instructor's resume and/or the course content developer's resume.
- Email a digital copy of both the course syllabus and resume(s) to Janet Robinson at aesbljr@aol.com

Course material will be reviewed and presented at the next quarterly board meeting that takes place after receipt of the information. It is our policy that Certification courses submitted for approval must be received one (1) month in advance of the board meeting to be on the agenda. All courses received after this deadline will be carried over until the next quarterly board meeting.

To submit **Alarm CEU courses** for approval, please contact Shelley Pettit with the Alabama Alarm Association at 1-877-425-2576.

To submit **Locksmith CEU courses** for approval, please contact Barbara McGowin with the Alabama Locksmith Association at 1-205-913-0029.

If you have any questions about submissions, please contact Janet Robinson with the AESBL at 1-334-264-9388 or 1-866-302-3725, or you may email her at aesbljr@aol.com

Please note: As voted on by the Board members at its December 2015 meeting, all Continuing Education training courses will expire after three (3) years. Courses need to be updated and submitted for re-approval upon expiration.