

## **Procedure for Submitting Training to the AESBL for Approval**

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

- Send ten (10) paper-clipped copies of the course syllabus outline. Please be sure a detailed timeline is included that adequately reflects the CEU hours given.
- 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 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.

Things to Remember:

- Please indicate whether you are submitting a certification course or a continuing education course.
- Please indicate on the syllabus whether the Continuing Education course is an online or in-class course.
- Please indicate how many hours the course is worth and include a detailed timeline.
- Please indicate whether the course(s) submitted have been previously approved by NTS or ALOA.
- As voted on by the Board members at its December 2015 meeting, all Continuing Education training courses will expire after three years. Courses need to be updated and submitted for re-approval upon expiration.