

III. Instructional Methods

List all methods which will be used; example: lecture, role play, PowerPoint, etc. *Licensees are limited to 10 contact hours earned via independent learning methods.*

IV. Presenter(s) Qualifications

V. EVALUATION METHODS

Identify the methods of evaluation that will be used to determine behavioral objectives have been met by the participant. Attach a copy of the evaluation form.

VI. ATTACHMENTS

Include a copy of the following:

1. Agenda/schedule/brochure with times listed to verify length.
2. Certificate of completion (if one will be given out to attendees)

VII. ATTENDANCE REPORTING

You will be responsible for issuing certificates of completion to all attendees stating the name and license number; also include on the certificate the title of the training, date of training, NDBSWE issued program approval number, and how many hours the attendee earned. The NDBSWE recommends you keep copies of the certificates or an attendance roster on file for 4 years. Failure to do so may result in the loss of approved provider status.

Attach \$25 fee and send to:

NDBSWE

PO Box 914

Bismarck, ND 58502-0914

ndbswe@aptnd.com

701-222-0255