



Conference/Special Request Approval Form

Conference/Special Request Information (please print):	
Name of Conference/Event:	Date of Conference/Event:
Location of Conference/Event:	
Contact Information (please print):	
Name:	Phone Number:
Address:	
E-Mail Address:	Fax Number:
Instructor Requirements:	
<input type="checkbox"/> Please submit booklet/program/brochure which includes a description of each of the trainings and information on the instructor's background.	
<input type="checkbox"/> If booklet/program/brochure is not available, please provide a brief summary of the content of the training(s) and a brief summary of the each instructor's professional background as it relates to the training being offered.	
<p style="margin-left: 40px;">** Each instructor must have a minimum of a Bachelors Degree in: Education; Human Development & Family Studies; Human Ecology; or field directly related to training topic.</p>	
Other Requirements:	
<input type="checkbox"/> Complete Conference Approval Training Matrix	