

Request for County Commissioner Outside Training Credit

This form was developed for your convenience in reporting continuing education credit to The University of Tennessee's County Technical Assistance Service (CTAS). Submission of this form does not imply automatic acceptance of an educational program. CTAS will notify you ONLY if your submission DOES NOT meet our certification criteria.

County Commissioner credit request for fiscal year _____
(please print or type this form)

Sponsoring Organization

Number of Instructional Hours

Program Dates

Program Location

Title of Program (Conference, Workshop, Meeting, etc.)

Instructor/Presenter

Program Contact Name & Phone Number

Description of Activity, Content, and/or Event

Description (Continued)

Evidence of Completion (Signature of Instructor or Program Official)

By signing below, I hereby certify that I have attended the professional activity listed above.

Signature

Date

Name

Title

County

Mailing Address, City, Zip

Phone Number

Email address

Instructions

1. Complete this form in its entirety.
2. Attach a copy of the program brochure, outline and/or agenda.
3. Send form and documentation via email, fax, or postal mail:

Email:

ctas.training@tennessee.edu

Fax: (615) 523-2033

Postal mail:

UT CTAS

226 Anne Dallas Dudley Blvd,
Suite 400

Nashville, TN 37219

Attn: Commissioner Training

4. Keep a copy for your records.

Important

All outside credit requests and supporting documentation must be **received** and **processed** by UT CTAS **on or before August 31.**

Requests for outside training received after August 31 will not be honored.