

# Request for Certified Public Administrator Recertification 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 recertification criteria.

**Recertification 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. Furthermore, I am aware that any misrepresentation by my may negatively affect my designation as Certified Public Administrator.

\_\_\_\_\_  
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](mailto:ctas.training@tennessee.edu)

Fax: (615) 523-2033

Postal mail:

UT CTAS

226 Anne Dallas Dudley Blvd,  
Suite 400

Nashville, TN 37219

Attn: Recertification

4. Keep a copy for your records.

## Important

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

In order to ensure your request is received and processed in a timely manner, **please submit your request on or before June 20.**

Requests for recertification received after August 31 will not be honored.