REQUEST FOR CERTIFIED PUBLIC ADMINISTRATORS 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 re-certification criteria.

Re-certification credit request if 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 Person/Phone __________________________

Description of Activity, Content and/or Event __________________________

Description (Continued) __________________________

Evidence of Completion (Signature of Instructor or Program Official)

I hereby certify that I have attended the professional activity listed above. Furthermore, I am aware that any misrepresentation by me may negatively affect my designation as Certified Public Administrator.

Date: __________________________

Signature __________________________

Name __________________________

County __________________________

Mailing Address __________________________

City/State/Zip __________________________

INSTRUCTIONS

1. Complete this form in its entirety.

2. Attach a copy of the program brochure, outline, and/or agenda.

3. Fax this form and documentation to 615-523-2033

Or

Mail this form and documentation to
The University of Tennessee
County Technical Assistance Service
226 Capitol Blvd., Suite 400
Nashville, Tennessee 37219
Attn: Re-certification

4. Keep a copy for your records.

IMPORTANT

All re-certification credit requests and supporting documentation must be received and processed by The University of Tennessee’s County Technical Assistance Service on or before June 30.

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

Requests for re-certification credit received after the June 30 deadline will not be honored.

615-523-2033
ctas.tennessee.edu