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 Number

_____
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.

County Technical Assistance Service
INSTITUTE FOR PUBLIC SERVICE

615-523-2033
ctas.tennessee.edu