



CHAPTER SPONSORED CPD GUIDELINES & APPROVAL FORM

cpd

CPD CHAPTER GUIDELINES

Guidelines for developing and hosting CPD Chapter events:

- CPD should follow the MES Policy Manual, Chapter Operations Manual and OACETT CPD Program.
- Completed approval form should be sent to cpd@oacett.org at least 2 weeks prior to the event. Allow 5 days for approval. Approval will be sent to the OACETT Chapter and Program Advisor.
- Events should not be advertised prior to approval. Approved CPD events may be posted as announcements on the OACETT website.

Still have questions? Contact OACETT at cpd@oacett.org.

CPD CHAPTER APPROVAL FORM

Chapter Contact Information

Chapter

Region

First Name

Last Name

Phone Number

Submission Date *(mm/dd/yyyy)*

Email Address

CPD Event Information

Program Title

Event Date *(mm/dd/yyyy)*

Program Length *(in hours)*

Event Format

In person Virtual Hybrid

Was this previously an approved CPD event? Yes No

CPD Category

CPD CHAPTER APPROVAL FORM

Provide a brief description/learning outcomes in bullet points.

Speaker's name and brief bio (include qualifications, company name & web address, if applicable):

Return completed form to Audrey D'Souza, Administrative Assistant – Office of the Registrar at cpd@oacett.org.

Office Use

CPD Category Approved:

Approved by:
Name *Position*

Approval Date:
(mm/dd/yyyy)