

APPLICATION FOR CONTINUING EDUCATION COURSE APPROVAL

To obtain approval of your auctioneer continuing education course (CE), your organization must comply with the required standards outlined in WV Code §19-2C and WV Code of State Rules Title 61-11B-6 License Renewal. Instructor résumés/bios must accompany this application along with an agenda. CE documentation submitted for approval must be reported to the WV Dept. of Agriculture in writing 30 days prior to scheduled course date.

1. Name of Course Provider _____
2. Address _____

 City State Zip
3. E-mail Address _____
4. Contact Person _____
 Name Title
5. Contact Numbers _____
 Primary Telephone Alternate Telephone Fax
6. Scheduled course date _____ Start Time _____ End Time _____ Hours of Instruction _____
7. Course Location? _____
8. Instructor information. Course instructors must be competent in the subject being taught, either by education or experience. **Instructor résumés/bio must be included in your application package.**

Instructor's Name	Field of Expertise/Experience

9. How will you be monitoring attendance at the beginning, end and during the course? _____

When course has been completed, please mail, fax, or email the sign-in sheet.