

Continuing Education Co-Sponsor Filing Application

*Please see Pages 3-4 for directions on how to properly answer each question asked.

Date Filing Application Received _____

Information Needed

Answer

1. Seminar Name:																									
2. Seminar Location(s): (Include exact street address per location)																									
3. Program Date(s):																									
4. Course Instructors:																									
5. Course Hours:																									
6. Registration price for DCs:																									
7. Registration website:																									
8. Attendance Monitor:																									
9. Attachments Needed:	a. Program Schedule b. Advertisement c. An Outline for each instructor's session d. A Curriculum Vitae (CV) for each instructor																								
10. States Requested: (See page 2 for fees and deadlines) DO NOT INCLUDE Auto Approval or DC Self States in this section.	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 25%; height: 20px;"></td><td style="width: 25%;"></td><td style="width: 25%;"></td><td style="width: 25%;"></td></tr> <tr><td style="height: 20px;"></td><td></td><td></td><td></td></tr> <tr><td style="height: 20px;"></td><td></td><td></td><td></td></tr> <tr><td style="height: 20px;"></td><td></td><td></td><td></td></tr> <tr><td style="height: 20px;"></td><td></td><td></td><td></td></tr> <tr><td style="height: 20px;"></td><td></td><td></td><td></td></tr> </table>																								
Auto Approval States: (See pg. 4 part 10 for explanation of Auto Approval and DC Self states)	Colorado, Connecticut, Delaware, District of Columbia, Idaho, Indiana, Maryland, Massachusetts, Michigan, Mississippi, New Hampshire, New Jersey, Ohio, Rhode Island, South Carolina, Utah, Vermont, Virginia, US Virgin Islands, Washington, Wyoming, Newfoundland (CAN), Ontario (CAN).																								
DC Self States:	Illinois, Iowa, Montana, Nebraska, Oregon, British Columbia (CAN), Quebec (CAN).																								
Applicant Contact Info: (Seminar materials will be sent to this email 7 days before each seminar date)	Name: Email: Phone #: (Please provide your direct line, in case of emergency)																								

**Please email this completed Word document, as well as all attachments requested (either as PDF files or Word documents) to Rozelle Foster, Director of Continued Education, at rfoster@sherman.edu Call 864-578-8770 x.237 if you have questions.

Application Fees and Deadlines

State	Fee	Deadline
Alabama	\$75-Can include multiple dates	30 days
Alaska	\$125-Can include multiple dates. \$50 change fee	60 days
Arizona	The seminar must apply to Arizona. Sherman College does not.	90 days
Arkansas	\$5 per credit hour/per date. Not accepting livestream or webinar courses.	45 days
California	\$56 per CE category – Can include multiple dates. Adjustive Technique will not be approved unless DC has a California Chiropractic License	45 days
Florida	\$0 (Sherman College pays an annual fee, already paid)	60 days
Georgia	\$0- Can include multiple dates- \$25.00 fee if course is GA Laws and Rules paid by Seminar Organizer	60 days
Hawaii	\$25-Can include multiple dates	45 days
Kansas	\$0 (Sherman College pays annual fee, paid 11/2019) Can include multiple dates. DACBR required for X-Ray.	90 days
Kentucky	\$25 for one-time event of 16 hours or less, anything over 16 hours is \$2 per extra credit hour. Additional dates are \$25 extra. \$100 max fee. REQUIRED: Course objective for each seminar.	60 days
Louisiana	\$75 one date/\$100 2-4 Dates/\$150 5 or more Dates.	45 days
Maine	\$200-Can include multiple dates	60 days
Minnesota	\$0 (Sherman College pays an annual fee, paid 10/2019). DACBR required for X-Ray.	45 days
Missouri	\$0 (Sherman College pays an annual fee, paid 8/2018). DACBR required for X-Ray. 60 mins = 1 hour of CE	45 days
Nevada	\$50-Can include multiple dates	30 days
New Hampshire	Now an Auto Approval State	N/A
New Jersey	Now an Auto Approval State	N/A
New Mexico	\$50-Can include multiple dates. 60 mins = 1 hour of CE	90 days
New York	\$0-Can include multiple dates	90 days
North Carolina	\$0	30 days
North Dakota	\$0 (Auto Approval, but still must send seminar materials)	30 days
Oklahoma	\$300-Can include multiple dates. They only allow 8 hours max per seminar for DCs if seminar takes place outside of OK.	90 days
Pennsylvania	\$30 per date	90 days
South Dakota	\$0-Can include multiple dates	30 days
Tennessee	The seminar must apply to Tennessee. Sherman College does not.	30 days
Texas	\$100 per date	60 days
West Virginia	\$100-Can include multiple dates	30 days
Wisconsin	\$0-Can include multiple dates Must provide a resume/CV for the attendance monitor	90 days
Alberta, CAN	\$100-Can include multiple dates	30 days
New Brunswick	\$0	30 days
Nova Scotia	\$0 – Can apply retroactively. DC must contact NS Board for approval	30 days
Saskatchewan	\$100-Can include multiple dates	30 days

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Directions – Continuing Education Sponsor Application Information

On Page 1, please read the items in the “Information Needed” column, and type the answer to each question in the column next to it. This page is designed to aide you in any questions that may arise, depending on the seminar’s unique scenarios. When all information is typed, please save as a Word document. Please email this Word document, as well as all attachments requested (either as PDF files or Word documents) to Rozelle Foster, Director of Continuing Education, rfoster@sherman.edu

- 1. Seminar Name:** Provide us with the full name of the seminar, which will be advertised on Sherman College’s CE website, as well as the state applications that are filled out.
- 2. Seminar Location(s):** Supply us with the street address, city, state, and zip code that each seminar will take place. If there are several different locations throughout the year that this exact seminar is taking place, please indicate the date for each location.
- 3. Program Date(s):** Supply us with the month(s), day(s), and year that each seminar will take place. If there are several different dates throughout the year that this exact seminar is taking place, please indicate the location for each date, as stated above.
- 4. Course Instructors:** Please list each instructor’s first and last name that will be speaking at the seminar for Continuing Education credit. If all instructors are speaking at each date/location, simply list all instructors. If one instructor is speaking at one seminar date, and a different instructor is speaking at a different seminar date, please indicate exactly which date each will be speaking.
- 5. Course Hours:** How many CE hours are being offered? Our committee will determine which courses count as CE, but give us a count to go off of. What time is the seminar scheduled to start and end each day? The times should also be clear on the program schedule.
- 6. Registration price for DCs:** What is the price for each DC to attend the seminar? We are aware that there are several different registration prices, depending on their status. Please simply provide the highest registration price for a DC to attend, knowing the price goes down from there.
- 7. Registration website:** Please type the website where attendees should register for the seminar. This is advertised on Sherman’s CE website. If there is no website, provide an alternate method for attendees to register.
- 8. Attendance Monitor/Method:** List the first and last name of the person responsible for ensuring DCs sign in and out properly at each time indicated on the sign in/out sheets. If you request to apply to Wisconsin, please attach the attendance monitor’s resume or CV, and their address.

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9. Attachments needed:

- a. **Program Schedule:** Please attach the schedule of the seminar. This should show the seminar date(s), location(s), exact start and end times for each session, the name(s) of the instructor(s) next to each session, and any times allocated for breaks and lunch.
- b. **Advertisement:** Please attach an advertisement that has been made for the seminar. This can be a flyer, mail brochure, or a screenshot of a webpage.
- c. **An outline for each instructor's session:** Each instructor is to provide you with an outline for each of their sessions. The outline must have a title that matches the title of the session on the schedule, and then provide bullet points of what the instructor is speaking on. There should be enough information in the outline for our committee to determine the proper category to apply for CE, and for the states we apply to deem as CE. It is also helpful if the outline shows the specific time or how long their presentation is.
- d. **A Curriculum Vitae (CV) for each instructor:** Each instructor is to provide you with their CV that outlines their qualifications for speaking on their topic. If X-Ray is included in any CE sessions and you request to apply to California, Kansas, Minnesota, or Missouri, the instructor is required to have a DACBR certification for these states to accept X-Ray as CE credit.

10: States Requested: Please indicate on Page 1 which states you would like Sherman College to apply to on your behalf. If there are multiple seminar dates and you only want to apply to a certain state for a specific seminar date, please indicate as such. You do not have to list any states that are Auto Approval or DC Self, as applications are not sent to these states.

- States listed as **“Auto Approval”** means that no applications are sent to these states because they trust Sherman College’s judgement in determining what courses qualify as Continuing Education. With us as your sponsor, these programs will automatically be approved for those states. Attendees from an Auto Approval state must still indicate they need CE credit, and a verification letter must be issued by us before credit is given.
- States listed as **“DC Self”** also means that no applications are sent to these states. DCs from these states must know their state Board of Chiropractic’s rules and what counts as CE in their state. They are responsible for self-reporting their hours. Attendees from a DC Self state must still indicate they need CE credit, and a verification letter must be issued by us before credit is given.

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