



### CAHF Chapter Training Module Request

(Please fax or mail to QCHF)

**Fees are: New Class Request, \$ 100.00 - - - Pre-Approved Class, \$45.00**

Check Enclosed       Deduct from Chapter Dues

Date of Request: \_\_\_\_\_ Date of Program: \_\_\_\_\_

New Program [Must allow 45-days for processing]       Pre-Approved Program

Title of Program: \_\_\_\_\_

Chapter Name: \_\_\_\_\_

Chapter Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Facility Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Number of Hours Requested: \_\_\_\_\_ [Length of program rounded to nearest hour]

Credits Desired [Licensure Boards make final approval of all content]

<input type="checkbox"/> NHAP (p)	<input type="checkbox"/> NHAP	<input type="checkbox"/> BRN	<input type="checkbox"/> *RCFE	<input type="checkbox"/> BBS	<input type="checkbox"/> MCLE
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\* RCFE Requires 60-days advance submission - No Exceptions! Late Submissions will be denied.

<b>For Office Use Only:</b>	<b>Fee Paid \$</b> _____	<b>CK #</b> _____
<b>Processed by:</b> _____	<b>NHAP #</b> _____	<b>BRN #</b> _____
<b>RCFE #</b> _____	<b>BBS #</b> _____	<b>MCLE #</b> _____
<b>Date Received by QCHF:</b> _____		
<b>Date Mailed/emailed to Chapter:</b> _____		
<b>Invoice Date:</b> _____		

(Continued on Back)

## Course Information

Program Date: \_\_\_\_\_

Program Title: \_\_\_\_\_

### Speaker/Instructor Information

[Note: All information must be complete for CE Approval]

Name: \_\_\_\_\_

Educational Credentials of Speaker: \_\_\_\_\_

Years of Teaching Experience: \_\_\_\_\_ Years in Long Term Care: \_\_\_\_\_

### Brief Description of Course Content

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Objectives

[At the completion of the course attendees will be able to explain, describe, identify, understand, etc.]

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

### Agenda

Must be completed in 1-hour increments!

First Hour: \_\_\_\_\_

Second Hour: \_\_\_\_\_

Third Hour: \_\_\_\_\_

Fourth Hour: \_\_\_\_\_

[Please attach additional pages if longer than 4-hours]