

12. Number of clock hours requested _____

13. Identify the specific objectives for the program, outline the content, indicate teaching methods, any instructional media aids, and the specific evaluation method used for measuring achievement of each objective.

(ATTACH A CHART AS SHOWN)

OBJECTIVE	CONTENT	TEACHING METHOD	INSTRUCTIONAL MEDIA
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14. Attach time schedule of course including registration, breaks and lunch.

15. Is this course open to all administrators? _____

16. Attach a biographical sketch or vitae of each faculty.

17. Enclose promotional material if available.

18. Each participant must be supplied with a "Certificate of Attendance".
(Please attach a copy)

19. An evaluation form must be presented to each participant.(Please attach a copy)

20. Enclose the appropriate fee for each course to be reviewed.

\$100.00 - up to 6 hours

\$10.00 – for every additional hour

21. Submit to NC State Board of Examiners for NHA a minimum of 30 days prior to presentation.

Date _____

Signature of applicant

FOR BOARD USE ONLY

Date Received _____ Date Reviewed _____

Approved _____ Denied _____ Hours Granted _____

Reason for Denial _____
