

APPLICATION FOR RECERTIFICATION CREDITS

AAPL Tax ID No. 75-0975500

► *This pre-approval form must be submitted by the organization hosting the CE event at least two weeks prior to the event date. No requests will be considered after an event has taken place.*

HOST ORGANIZATION INFORMATION

Host Organization Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Email: _____ Phone: _____

PROGRAM INFORMATION

Program Name: _____

Program Date(s): _____

Program Location: _____

Program Speaker(s): _____

Event Type (Please check all that apply):
Live Group Presentation Group Video Online Training Course
AAPL Local Association Event Webinar Certificate Program

Credit Hours Requested (Credit hours based on actual instruction/presentation time, rounded to the nearest quarter hour):

General: _____ Ethics: _____ ESA: _____ Non-Industry: _____ **TOTAL:** _____

Required Documents (Must accompany request for consideration):

Brochure or program schedule and description
(must include breakdown of time spent on each topic)

Speaker credentials and bio

PAYMENT INFORMATION *(Note: AAPL-affiliated local association events are exempt from application fee)*

► **Fee is \$20.00 per credit hour requested.** For example, a 1-hour live event costs \$20, and a 4-hour webinar costs \$80. Pay structure is per event for live presentations, webinars and group videos. Online courses or videos must reapply quarterly. Certificate program courses must reapply bi-annually.

Payment Calculation: Hours Requested _____ x \$20.00 = **Grand Total: \$** _____

Payment Type: VISA MASTERCARD AMEX DISCOVER Check # _____

Card Number: _____ Exp. Date: _____

CVV: _____ Name on Card: _____

Signature: _____

Credit Card Payments: Email completed form to affidavit@landman.org.

Check Payments: Mail completed form and check payment to AAPL, P.O. Box 225395, Dallas, TX 75222-5395

Please allow two weeks processing; upon completion, AAPL will email the Affidavit of Attendance to contact listed above. Host organization is responsible for providing attendees with Affidavit of Attendance at the event.