



CPCE CONTACT HOUR APPROVAL APPLICATION

Certified Professional
in Catering and Events

Contact Person:		Company:	
Street Address:			
City:	State:	Zip Code:	
Telephone:		Email:	
Course or Program Title:			
Program Date(s):			
Number of educational contact hours requested (1 per clock hour of education, calculated to the quarter hour. For example, 75 minutes = 1.25 educational contact hours)			
Course Location:			
Street Address:			
City:	State:	Zip Code:	
Website Address:		Program Cost:	

Core Competencies (check all that apply)

<input type="checkbox"/> Accounting	<input type="checkbox"/> Beverage Management	<input type="checkbox"/> Catering Services
<input type="checkbox"/> Contracts and Agreements	<input type="checkbox"/> Event Management	<input type="checkbox"/> Food Production
<input type="checkbox"/> Human Resources	<input type="checkbox"/> Sales and Marketing	

Approval Checklist (Please include the following with your completed form.)

<input type="checkbox"/> Course or Program Outline – Include session description with list of topics to be covered and learning objectives.
<input type="checkbox"/> Sample of course presentation materials (e.g., slide presentation, handouts)
<input type="checkbox"/> Copy of recognition form to be given to attendees upon completion of program. Attendees must receive a certificate, letter or other documentation stating program title, date, participant's name and number of contact hours earned.
<input type="checkbox"/> Copy of ratings received for course when offered in the past. If this is the first time this particular topic is being offered, please provide ratings for similar courses.
<input type="checkbox"/> Copy of resume for speaker/trainer's prior experience. Speaker/trainer must have prior experience with educating professionals on similar industry topics.
List on NACE web site <input type="checkbox"/> Yes <input type="checkbox"/> No

Please note: Application approval is valid for one year. If changes occur to the program, a new application will need to be completed and approved. Approval of any program for contact hours does not grant the individual or organization permission to market the education session as offered by or in conjunction with NACE. Any marketing for an approved program may only include the following verbiage: "This program is worth (number approved) educational contact hour(s) toward CPCE application or recertification. CPCE is offered by the National Association for Catering and Events. For more information, visit www.nace.net." Please refrain from using our name or logo in any other manner.

Return this application and appropriate documentation to cpce@nace.net.