

## Request for Outside Course Approval

A request for approval of a course outside of the Agape Training Curriculum **must be submitted fourteen days prior to the date of the course** in order to be considered as credit toward the Caregiver's Individual Training Plan. Stipends for the attendance of outside agency training cannot be paid if the following procedure is not followed.

- 1) Prior approval has been received from Agape for Youth, Inc. Training Coordinator
  
- 2) The following paperwork is provided to the Training Coordinator within **thirty days** of the training:
  - a. A class syllabus or agenda with time, date and instructor is received in the licensing office
  - b. Certificate of Completion with Instructor's signature
  - c. Transfer of Learning Verification Post Test

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

Date of Submission: \_\_\_\_\_ Date of Course: \_\_\_\_\_

Course Title: \_\_\_\_\_

\_\_\_\_\_

Number of hours to be completed: \_\_\_\_\_

Course Description: Brochure can be attached:

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

Date Reviewed: \_\_\_\_\_

Administrative Approval: \_\_\_\_\_

Approved:

Not Approved:

