

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:

