



South Carolina Leadership Development

CONTINUING EDUCATION PRE-APPROVAL FORM

Approved: Yes _____ No _____ Credits Approved _____

Date Submitted _____ Date Approved _____

(Office Use)

Your Name _____ Email Address _____

Mailing Address _____ City _____ Zip _____

Phone _____ Check One: Lay Minister _____ Licensed Minister _____ Bishop _____

Church _____ Ministry License # _____

1. Name of Course or Event: _____

2. Name of Presenter: _____

3. Event Location: _____

4. Sponsoring Organization: _____

5. Are you requesting pre-approval to sponsor the course/seminar or attend?

Sponsoring _____ Attending _____

6. If you wish to sponsor a course, seminar or training event, and you are seeking accreditation, what member of the state leadership team is a part of your teaching or facilitation staff?

_____ If you have not contacted someone yet, what

areas can we help? Children ___ Youth ___ Technology ___ Church Health ___ Other _____

Describe _____

7. Provide date(s) and amount of actual class time associated with the training course/seminar that will be presented or attended. This will assist the valuation of Continuing Education Credits. _____
8. Provide printed course and event material with this form. If printed course or event description is not available, provide description:
9. Check the following group most closely affiliated with the sponsor of course or event you will be attending or will be sponsoring that is being submitted for pre-approval.

- COGOP International Office
- COGOP North America
- COGOP District or Region
- Local Church
- Kingdom Partners (Events Sponsored by Ministries other than the COGOP)
- Other, Please Specify _____

For pre-approving an event for continuing education credit this form must be submitted.

Approved: YES NO Credits Approved Pre-Approval By: _____

Mail or scan and email this and other material to:

Email to: Jeffreywhite1@mac.com

Mail to: COGOP State Office
 Attention: Continuing Education Accreditation
 P.O. Box 820
 Rock Hill, SC 29730

Pre-approval Instructions

The Leadership Development Continuing Education Department encourages sponsors of meetings and events, potentially eligible for continuing education credits, to seek pre-approval early in the event planning process. Preapproval is a requirement to qualify for CEC's, (Continuing Education Credits). This also applies to those seeking approval for an event they will be attending not having a CEC valuation already assigned.

The pre-approving of an event for CE credit is:

1. assurance to event attendees that their work will be accepted by the state for CE credit; and
2. it allows the leadership development department to come along side you for greater effectiveness and assistance for the event. thus,
3. the sponsor can market their event as approved by the state office for CE credit; increasing the attractiveness of the event to prospective attendees; and,
4. better responsiveness by the leadership development department to the needs of ministers who are serving in South Carolina.

The pre-approval form should be completed by the sponsor 30 days prior to the start of the CE event and submitted, along with descriptions of the event to the state office, “Attention Continuing Education Accreditation”. This pre-approval form may also be used by prospective attendees to an event that has not been pre-approved by the event's sponsor.

The process for pre-approving an event will be as follows.

1. The event sponsor submits completed pre-approval form along with event description to S.C. Leadership Development Department. If the event does not have a formal printed description, there is space on the form for an event description. Attach a separate description page if necessary. Send as much information about the course or event as possible.
2. Once reviewed, the submitted form and description, if approved, a copy of the form will be returned to the sponsor/attendee. For events disapproved, the form will be returned with the NO box marked with an explanation stating why the state office found the event unacceptable for CE credit.

3. Sponsor of the event should provide the attendees of the event with the pre-approval credit valuation. All marketing and advertising of the event should display the CEC valuation logo with appropriate number of CEC's for the event. That logo can be provided by the state office upon approval of the event. The attendees should be instructed to include that CEC number in their year-end CEC report with the name and date of your event.
4. If an event attendee received pre-approval, he or she should provide the CEC number on their year-end *Continuing Education Submissions Form*.



Qualifying Events and Courses

Events sponsored by the International or North American COGOP Office automatically qualify for CEC's but filling out the form will help us assign the proper continuing education credits to the event.

South Carolina COGOP State Leadership Development Event — Always approved for CE credit

North Carolina COGOP State Leadership Development Event — Always approved for CE credit

International COGOP Leadership Development Event — Always approved for CE credit

North American COGOP Leadership Development Event — Always approved for CE credit

District, Regional, or Local Church COGOP Leadership Training Event — Always approved for CE credit when facilitation assisted by or material is taught by a member of the state leadership development team. Otherwise the events and training material needs review/approval for CE credit.

Accredited College Ministry Course\Seminar — Always approved for CE credit

Kingdom Partner Seminar, Conference or Workshop — Needs review/approval for CE credit

Miscellaneous Training and Leadership Events - Needs review/approval for CE credit