



Minnesota HomeCare Association (MHCA)
 1711 West County Road B, Suite 211S, St. Paul, MN 55113
 Phone: 651.635.0923
 Fax: 651: 635.0043
www.mnhomecare.org

**APPLICATION FOR CONTINUING EDUCATION COURSE APPROVAL
 FOR MHCA REGION EVENTS**

Please submit a completed application to the address above. MHCA must receive the application 45 days prior to the course date. Applications not received 45 days prior to the course date will not be approved. Please contact Allison Kindseth at the MHCA office at (651) 635-0923 with any questions. Enclosed with this application are the continuing education course approval requirements (see page 2).

I agree, as the course contact, to provide MHCA with a completed application that is accurate to the best of my knowledge. I also agree to provide MHCA with a complete roster of those in attendance within 7 days after the course, for inclusion in the CEU file. I will only distribute CEU certificates at the completion of the course, to those that attended in full.

SIGNATURE OF REQUESTING PARTY: _____ DATE: _____

CONTACT INFORMATION

COURSE CONTACT: _____

REGION #: _____

COMPANY/AGENCY NAME: _____

ADDRESS: _____

PHONE NUMBER: _____ EMAIL ADDRESS: _____

COURSE INFORMATION

COURSE NAME: _____

COURSE INSTRUCTORS: _____

COURSE DATE(S): _____



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NUMBER OF CONTINUING EDUCATION HOURS REQUESTING: _____

TYPE OF CONTINUING EDUCATION CREDITS REQUESTING:

COURSE LOCATION/ATTENDANCE

FACILITY NAME: _____

ADDRESS: _____

ANTICIPATED ATTENDANCE: _____

A complete application file consists of the following items:

- Completed application form;
- Detailed course content (course description, learning objectives, and program brochure);
- A course schedule (i.e. start time, breaks, and end time);
- A list of speakers, bios, and their credentials.

Please submit the complete file to our office at least 45 days before the course to allow sufficient time to complete the continuing education review and application process. Any changes to the course will require a new application. MHCA will send the course approval number (if applicable), a sign-in sheet/roster, and CEU certificates to the course contact at least one week prior to the date of the course.

Please note MHCA, may at its discretion, deny approval for any course that competes with a course that MHCA offers or may offer. Please direct any questions to Allison Kindseth at akindseth@mnhomecare.org.

Need Education Ideas for your next region event?

Contact Allison Kindseth, Education Manager at akindseth@mnhomecare.org or (651) 635-0923