# Office of Language Access - **Continuing Education**

# ***CEAA# Request form***

**Continuing Education Activity Approval Request Form (Non-Preapproved Providers)**

**Instructions:**This form **SHOULD**be submitted to the Language Access Administrator or designee thirty (30) days before the event. Once a request is submitted, the Language Access Administrator or designee will evaluate whether the activity qualifies for continuing education credits. **Notification of whether the event is accepted or rejected will be sent to the requesting individual’s email address.**If the request is rejected, explanations will be provided. Upon approval, the event will be listed on the OLA website as an approved course and assigned a Continuing Education Activity Approval Number (CEAA#).

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| **Course Information** |
| *Title* Click or tap here to enter text. |
| ***Name of provider:***Click or tap here to enter text.***Registration Link:*** Click or tap here to enter text.***Brief description of content:*** Click or tap here to enter text. |
| *Speaker’s Name & Title (for conference or multi-day events, please list names and titles of speakers on separate sheet)*Click or tap here to enter text. |
| *Will this course be offered multiple times during the compliance period? Yes* [ ]  *No*[ ]  | *If yes, how many times between 02/01/2024, to 01/31/2026?*Click or tap here to enter text. |
| *Date(s) of Activity*Click or tap here to enter text. | *Time of Activity**(from and to)*Click or tap here to enter text. |
| *Number of* ***regular*** *continuing education points requesting* Click or tap here to enter text.*(One point per hour, maximum of 12 points per event)* *Number of* ***ethics*** *points requested.* Click or tap here to enter text. |
| *Signature of Requesting Individual*Click or tap here to enter text. | *Date*Click or tap here to enter text. |

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| **Approval (to be completed by the Language Access Administrator)** |
| *Reviewed by Date* | *CEAA#* | *Comments* |
| *Points Approved* |

*Please submit this form via email to the Office of Language Access or Continuing Education Compliance Program designee:*

*E-mail:* *continuingED@judicial.state.co.us*