**Application for Approval of Continuing Education (CE)**

Only continuing education (CE) that has been approved by the VCE Extension Agent can be counted as fulfilling the annual CE requirement. The intent is for Master Gardeners to maintain horticultural knowledge that is current and comprehensive. In order for learning events to satisfy this standard, it is required that desired events be evaluated in advance. Please submit a complete application that will allow **at least one week** for evaluation and approval of the program. Additional time will permit sharing of the approved CE with other EMGs.

**Information needed for approval**:

1. Type of education (check one):

|  |  |
| --- | --- |
|  | In-person (classroom lecture **workshop**) |
|  | E-learning (internet / computer-based Webinar etc.) |
|  | Other (correspondence course etc.) |

2. Title of the Program:

3. Dates and Times of Program:

4. Sponsoring Organization:

**Complete information below OR submit a brochure or web link that provides the same information**

5. Location: (Web link, if E-learning)

6. Description of requested CE / learning objectives:

MG requesting CE (please print): Date submitted:

Forward application and supporting information to Extension Agent, IOW VCE Office, Email: jaashle2@vt.edu / FAX: (757) 357-9610



Date received: \_\_\_\_\_\_\_\_\_\_\_\_\_ Extension Agent Approval: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Original – Extension Agent / Copy – CE Coordinator)