



## **Company Program Request for MAS/CAS Credit**

Each submitted program request must include all of the following information in order to be reviewed. On a separate page, please provide:

- Name of Sponsoring Organization (PPAI Member Company)
- Name of individual submitting request including address, phone and fax number
- Title of Workshop
- Location of Workshop
- Date of Program
- Previously approved program / # of credit hours authorized
- Estimated Number of Attendees
- Program Length (participant workshop hours excluding break, lunch, etc.)
- Name of Workshop Facilitator(s)
- A statement that explains the speaker's expertise with the proposed topic. Include and previous PPAI workshop experience (with dates) and any industry related workshop experience.
- A statement from speaker that explains validates whether this course should be considered for CAS, MAS or combination credit and why.
- A comprehensive overview detailing the content of the workshop. This description should explain what the participant can expect to gain by attending. Include a **minimum of three** learner outcomes, or program objectives, for this session. (e.g. "Following participation in this workshop, attendees will be able to...")
- A program evaluation and course attendee process fee is applicable. Please contact PPAI for more details.

**e-Mail your request to:**

**PPAI, MAS/CAS Certification Attn: Melissa Hendrick  
Phone: (972) 258-3020 Email: melissajh@ppai.org**