



APPROVED OUTSIDE TRAINING GUIDELINES

The following process must be used by Third-Party entities wishing to have their training receive the designation of “NAARSO Approved Formal Training” for Certification continuing education credit:

- 1) A formal request must be submitted to the Education/Certification Committee at least thirty (30) days in advance of the outside training. This request must include the following information pertinent to the training:
 - a. A description of the training including dates and location.
 - b. A complete list of proposed classes and a description of each class to include course content.
 - c. A list of proposed instructors, presenters and facilitators including a brief bio of their training, qualifications and experience.
 - d. A request for a Proctor approved by NAARSO to evaluate the training and class content.
 - e. Review fee of \$300 payable to NAARSO must be submitted with information to be reviewed.
 - f. Proctor fee of \$400 per day, plus travel and lodging will be invoiced upon completion of the training.

Upon completion of the training:

- 1) A list of changes (proposed v. actual) to the classes or instructors must be provided.
- 2) Copies of all handouts or other materials presented to those attending the training.
- 3) Documented/certified attendance records for all students must be provided.

For testing requests:

If NAARSO Certification Examinations are to be administered at the proposed training session, this request must be made in writing to the NAARSO Certification Board separately according to the Board’s rules, policies and procedures.