



ROY COOPER
Governor

CHRIS DEAL
Chairman

COURSE PRE-APPROVAL REQUEST

Applicant Information:

Full Name _____
Address _____
City/State/Zip _____
Phone # _____
Well Contractor Certification #: NCWC _____ - _____

Applicant is:
<input type="checkbox"/> Course attendee
<input type="checkbox"/> Course instructor/provider

Course Information:

- 1) Course title _____
- 2) Business/organization offering course _____
- 3) Name *and* phone number of course instructor(s) _____
- 4) Credit hours requested for the course _____ (60 min. of instructional time = 1 CEU)
- 5) Course instruction format: Live Presentation Interactive On-Line Course
- 6) Date(s), and time(s) of course _____
- 7) Location of course (City, State, & Address) _____
- 8) Course is: Closed/Full
 Open (provide contact info to register- website, phone, contact person): _____

Include with this form: A detailed timed agenda for the course (*including topics, course times and time allotted for meals and breaks*), Qualifications for each instructor, Sample of completion certificate.

All courses must be pre-approved at least 30-days prior to the course date by the WCCC-Review Committee. Review Committee meeting dates are posted online on the “Meetings” page.

The information provided with this request is true and accurate to the best of my knowledge.

Signature of Applicant: _____ **Date:** _____

Submit this completed form with attachments to the address listed below.

For Internal Use Only	
First Review Reviewed By: _____ / _____ Date Reviewed: _____ <input type="checkbox"/> Approved. CEU Granted: _____ <input type="checkbox"/> Need Info, Approved upon receipt of: _____ <input type="checkbox"/> Need Info, Re-Review upon receipt of: _____ <input type="checkbox"/> Denied. Reason: _____	Re-Review Reviewed By: _____ / _____ Date Reviewed: _____ <input type="checkbox"/> Approved, CEU Granted: _____ <input type="checkbox"/> Need Info, Approved upon receipt of: _____ <input type="checkbox"/> Need Info, Re-Review upon receipt of: _____ <input type="checkbox"/> Denied. Reason: _____