



## Application for Outside Credit Approval

Complete this form to determine if a non-BIA course is eligible for BIA credit. Documentation is required. Applications received without adequate information will not be processed. **It is strongly recommended that a course be evaluated for credit hours prior to attending the class.** The fee for having outside courses approved will be \$20/hour, eg. 3 credit hours (\$20 x 3) = \$60.

### 1. Application for course approval

Application **must** include: **a.** an outline of the course curriculum or description and **b.** the length of the course.

### 2. Verifying attendance for continuing education credits

Documentation **must** include one of the following: Certificate of course completion, official document signed by instructor of record, or transcript.

### Course Information

Course/Program Title \_\_\_\_\_  
*As written on attached training schedule*

Dates of Training \_\_\_\_\_ Training Location \_\_\_\_\_ Credit Hours Requested \_\_\_\_\_  
*You will be billed \$20/credit hour requested*

Program Sponsor \_\_\_\_\_ Sponsor phone \_\_\_\_\_

### Applicant Information

Name \_\_\_\_\_  
*first middle initial last*

Mailing Address \_\_\_\_\_  
*city state zip*

Email Address \_\_\_\_\_ Phone \_\_\_\_\_

### Credit Card Information (Billing information same as applicant information above: )

Name on Card \_\_\_\_\_  
*first middle initial last*

Billing Address \_\_\_\_\_  
*city state zip*

Card Number \_\_\_\_\_ Expiration \_\_\_\_\_ Security Code \_\_\_\_\_

\_\_\_\_\_  
Applicant's Signature Date

For Office Use Only	Supporting Documents	Credit Hours	Approved
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Where to Send the Form & Documentation: BIA 1000 N. Hurstbourne Pwky. Louisville, KY 40223, [education@bialouisville.com](mailto:education@bialouisville.com)