

## Guidelines for submitting a request for ISA CEUs

To request ISA continuing education credits (CEUs) please send an email request to [exdirector@macisa.org](mailto:exdirector@macisa.org), with the requested **information below, placed in the body of the email in this format.**

Contact name:

Organization name:

Email:

Phone number:

Title of program:

Date(s) of program:

Location of program (include city and state):

Has this exact program been evaluated for ISA CEUs in the past and if so note date:

Will the exact program be repeated this year?

Note if the program is Private or Public (open to others):

If public, please note if you would like it advertised on our website on the green industry calendar and list the contact for registration and the website.

Then attach the full agenda with times, speakers and program titles with descriptions of program if title is not self explanatory.

We will process the request within 21 business days.