

Guidelines for submitting a request for ISA CEUs

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

Contact name:

Organization name:

Contact email:

Phone number:

Title of event/program:

Date(s) of program:

Full Address of location of program:

Has this **exact** program been evaluated for ISA CEUs in the past? If yes, what date?:

Will the **exact** program be offered again (repeated) within this calendar year?

Is program Private or Public (open to others):

We will process the request within 21 business days.

To the email with the above information, attach the full agenda with times, speakers and program titles with descriptions of program if title is not self-explanatory.

If the program is public, would you like it advertised on our MAC-ISA website (www.mac-isa.org) on the events calendar? If yes, please provide the following additional information in your email.

For Calendar posting:

For questions regarding the event, if different than the above named Contact,

Contact Name:

Contact email:

Contact daytime phone number:

Date of Event: start time: End Time

Please use military time ie. 1pm = 13:00

If event is multiple days, please provide the end-date information as well.

Registration cut off date, if any:

Is there a cost or fee for the event? If yes, what is the cost?

Link for registration:

Link for additional information if different than above

Additional information about the event you would want in the posting text.