



MAS/CAS Course Submission Form for Regional Affiliates

PPAI Regional Relations recognizes professional development is an important strategy for your regional association's membership recruitment and retention efforts. With that goal in mind, we are geared up and ready to support you in the administration of the MAS/CAS program.

The steps are easy:

- Checkboxes with instructions: Complete the form; fill out one for each occurrence of the class. Submit by e-mail to me at ValerieS@ppai.org at least 10 days prior to the event. Note: There is a blackout period one week before, during and after Expo when requests will not be processed. Once PPAI Professional Development approves the course and determines the points, I will e-mail you a customized sign-in sheet and an evaluation form for your MAS/CAS-approved session.

Important—Save money by submitting your request 10 or more days before your event. When a class is submitted less than 10 working days before your educational event, a \$50 rush fee will be assessed. If submitted after the event, a \$75 late fee will be assessed. NEW- As of 1/01/10, the expiration date to submit a class for approval and/or an attendance list is six months after the date of the educational event.

Sincerely,

Handwritten signature of Valerie A. Schenewerk

Valerie A. Schenewerk
Assistant, Regional Relations

MAS/CAS Course Submission (submit one for each course)

Regional Association: _____

Person Submitting Course: _____

Contact Phone Number: _____

E-mail Address (to send forms): _____

Do you need the evaluation form (I send an electronic file for you to print)? [] Yes

Did you book this speaker through the Speaker In A Box program? [] Yes [] No

Speaker Name: _____

Workshop Title: _____

Workshop Date: _____

Workshop Location: _____

Estimated Attendance: _____

Program Length: _____

Workshop Description: _____
