• Submit an outline, agenda, or detailed description of the event with this form. Pre-approval requests received without supporting documentation will not be approved.
  • Conference/Workshop/Symposia: include a copy of the program
  • Safety Meeting/Training: include an outline of the topics covered and/or handouts

• This form must be received at least 5 business days prior to the event.
• Complete all sections of this form and email, fax, or mail to your local chapter liaison.

Type of Event:

☐ Safety Meeting/Training
☐ Conference/Workshop/Symposia
☐ Other _________________________________

Event Title: __________________________________________________________

Date of Event: ________________________________________________________

Total Seat Time of Event (does not include breaks or lunch): _______________

Requested number of CEUs (30 minutes = 0.5 CEUs): _______________________

• In the space next to each certification type, write the number of CEUs requested for each. See page 2 of this form for information about what subjects may apply to each certification type.

☐ Certified Arborist  ☐ Municipal Specialist  ☐ Tree Worker/Aerial Lift  ☐ BCMA-Practice
☐ Utility Specialist  ☐ Tree Worker/Climber  ☐ BCMA-Management  ☐ BCMA-Science

Name of Contact (print clearly): __________________________________________

Email Address: ___________________________________ Telephone: ______________

Signature: ___________________________________ Date: ______________

OFFICE USE ONLY

Date Received: ______________ CEU Value: ______________ CEU Code: ______________
Certification Categories

CEUs shall be awarded for educational events related to:

- **Certified Arborist**—science, practice, and management of trees as part of the urban forest and/or landscape environment.

- **Utility Specialist**—the practice of utility arboriculture in one or more of the following domains: customer relations, electric utility pruning, electrical knowledge, integrated vegetation management, utility program management.

- **Municipal Specialist**—the practice of municipal arboriculture or urban forestry in one or more of the following domains: administration, arboriculture practices, communication skills, policy/planning, public relations/education, tree risk management.

- **Tree Worker/Climber**—the applied practices of tree management and worksite safety.

- **Tree Worker/Aerial Lift**—the applied practices of tree management and worksite safety.

- **Board Certified Master Arborist-Management**—management of individual trees and tree populations, including but not limited to: risk management, appraisal, preservation, inventory, and business relations.

- **Board Certified Master Arborist-Practice**—the performance of activities related to the care of trees.

- **Board Certified Master Arborist-Science**—the arboricultural and urban forestry research or the foundational sciences upon which practice and management are based.