

+How To Apply For Certified Arborist CEUs For Your Upcoming Program



The Ohio Chapter of the International Society of Arboriculture has taken the responsibility of assigning Certified Arborist CEUs for educational programs in the state of Ohio. We would be pleased to assign CEU numbers to programs you present if they are applicable. Offering credit for your programs can make them more attractive to potential attendees and registrations may be increased.

The application process is quite simple but **must** be followed to insure full credit for your program. To assign a number or numbers to your program you must e-mail, fax or mail (e-mail preferred) the following two items:

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One page containing your name, address, e-mail, phone and fax number, signature and a written request for CEUs for a specific program. An example of this request:

"I am requesting ISA Continuing Education Credits (CEUs) for
(*insert your program name*) to be held (*insert your date here*) in
(*insert location here, city state*)."

See page three for example of letter, feel free to cut and paste if you wish.

This first sheet will then become my documented record that an individual asked for a number or numbers **and they take responsibility for the proper administration of those numbers.** The individual will also be responsible for **maintaining a copy of the attendees sign in sheet for 4 years** and make it available to the ISA or Ohio Chapter when requested. The request must state clearly that you want a number and must be on a first page.

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I will need an agenda of the program with the name of the program, the date, the location (*the same location as on the first page*) and most important the amount of time each speaker or topic is presented.

The title of the talk should indicate clearly what the subject is, or you may need to include a short description. For example:

"Tree Planting Do's and Don'ts". This is clearly a tree planting talk.

"How You Do That Thing You Do." You will need to explain this is a tree climbing and safety talk.

I **MUST** have the total time for each subject. CEU numbers are assigned based on time and subject and I cannot assign a number or numbers without both pieces of information.

Your program will be evaluated and the classes that fall into one of the Certified Arborist program, Board Certified Master Arborist, Municipal Arborist Specialist, Utility arborist specials and/or the Certified Tree Worker Program will be assigned a number or numbers. The number(s), sign up sheets and instructions will be e-mailed or mailed to you.

Please allow 2 to 4 weeks for assignment but more rapid service may be available if you call.

E-mail request to certification@ohiochapterisa.org or fax request to Ohio Chapter ISA-Certification Department at 614-876-1458 or mail to PO Box 84, Hilliard, OH 43026. For information call 614-876-5622.

***** The Ohio Chapter ISA reserves the right to decline CEU numbers to individuals or organizations which we feel are not following the established security measures. *****

Your Company's Letterhead

Address

City State Zip

Phone number

Fax number

Date

Ohio Chapter ISA - Certification Department

Attn: Chris Ahlum

P.O. Box 84

Hilliard, OH 43026

614-876-5622

614-876-1458 Fax

Dear Chris:

"I am requesting ISA Continuing Education Credits (CEUs) for (insert your program name) to be held (insert your date here) in (insert location here, city state)."

The program is attached.

Thank you,

Sign here

Your name

Enclosures