



# NBCC Continuing Education Calendar Listing Request Form

As a service to NBCC certificants and approved providers of continuing education, NBCC maintains a calendar of live-event activities on its (www.nbcc.org). NBCC Approved Continuing Education Providers (ACEPs) may list events free of charge; however, content is subject to NBCC approval.

## DIRECTIONS

**To submit an event listings via e-mail:** You can complete the form and click on the submit button at the bottom of the page to send the form via e-mail. You will need Adobe Acrobat 7 or better to be able to fill out the form electronically.

You may also provide the required information (listed below) in the body of an e-mail and send it to [continuing@nbcc.org](mailto:continuing@nbcc.org).

**To submit an event listings via fax:** This form can be filled out electronically or by hand and then faxed to NBCC at 336-547-0017

**To submit event listings via postal mail:** Please complete the form below and submit it to NBCC Continuing Education Calendar, 3 Terrace Way, Greensboro, NC 27403-3660

**Important note:** In order for items to appear in the calendar’s monthly update, they must be received no later than the 20th of the preceding month.

## ACEP INFORMATION

Name of organization holding NBCC approved provider status: \_\_\_\_\_

NBCC approved provider number: \_\_\_\_\_ Contact person for listing: \_\_\_\_\_

Contact information for listing: \_\_\_\_\_

Form completed by: \_\_\_\_\_ Date: \_\_\_\_\_

## EVENT INFORMATION

Date of live event: \_\_\_\_\_ Location: \_\_\_\_\_

Title of activity: \_\_\_\_\_

Date of live event: \_\_\_\_\_ Location: \_\_\_\_\_

Title of activity: \_\_\_\_\_

Date of live event: \_\_\_\_\_ Location: \_\_\_\_\_

Title of activity: \_\_\_\_\_

Date of live event: \_\_\_\_\_ Location: \_\_\_\_\_

Title of activity: \_\_\_\_\_

Date of live event: \_\_\_\_\_ Location: \_\_\_\_\_

Title of activity: \_\_\_\_\_

or continue adding live event programs on page 2.



# NBCC Continuing Education Calendar

## Listing Request Form—additional listings

ACEP Number: \_\_\_\_\_

Date of Submission: \_\_\_\_\_

Date of live event: \_\_\_\_\_ Location: \_\_\_\_\_

Title of activity: \_\_\_\_\_

Date of live event: \_\_\_\_\_ Location: \_\_\_\_\_

Title of activity: \_\_\_\_\_

Date of live event: \_\_\_\_\_ Location: \_\_\_\_\_

Title of activity: \_\_\_\_\_

Date of live event: \_\_\_\_\_ Location: \_\_\_\_\_

Title of activity: \_\_\_\_\_

Date of live event: \_\_\_\_\_ Location: \_\_\_\_\_

Title of activity: \_\_\_\_\_

Date of live event: \_\_\_\_\_ Location: \_\_\_\_\_

Title of activity: \_\_\_\_\_

Date of live event: \_\_\_\_\_ Location: \_\_\_\_\_

Title of activity: \_\_\_\_\_

Date of live event: \_\_\_\_\_ Location: \_\_\_\_\_

Title of activity: \_\_\_\_\_

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Title of activity: \_\_\_\_\_

Date of live event: \_\_\_\_\_ Location: \_\_\_\_\_

Title of activity: \_\_\_\_\_

Date of live event: \_\_\_\_\_ Location: \_\_\_\_\_

Title of activity: \_\_\_\_\_

Date of live event: \_\_\_\_\_ Location: \_\_\_\_\_

Title of activity: \_\_\_\_\_