



South Carolina Radiation Quality Standards Association

Application for Continuing Education Program Approval

P.O. Box 7515
 Columbia, S.C. 29202
 Telephone (803) 771-6141
 Fax (803) 252-0589
 Email scrqsa@capconsc.com
 Web www.scrqsa.org

INSTRUCTIONS

- Complete this form completely for each education activity submitted.
- See instructions on reverse side of this form.
- Return to address shown on this form.

NAME OF SPONSORING ORGANIZATIONS(S)	
ADDRESS	
CONTACT PERSON	PHONE ()
TITLE OF PROGRAM/COURSE	
INSTRUCTORS' NAME(S)	
<i>A resume of each instructor must be attached for qualification.</i>	

NO. INSTRUCTION APPROVAL HOURS REQUESTED
DATE(S)
LOCATION(S)
INSTRUCTORS RESUMES ATTACHED <input type="checkbox"/> YES <input type="checkbox"/> NO
\$25 APPLICATION FEE ENCLOSED
NOTE: APPROVAL NUMBER MUST BE ON ATTENDANCE CERTIFICATE

FOR SCRQSA BOARD USE ONLY				
Approved <input type="checkbox"/> Yes <input type="checkbox"/> No	Hrs. Approved	APPROVAL NUMBER(S)		
Program Objectives	Outline	Resume	Fees	Attendance

COMMENTS

Signature	Date

SCRQSA CONTINUING EDUCATION APPROVAL GUIDELINES

1. Acceptable educational programs or courses are those that are: presented and/or sponsored by accredited colleges or organizations approved by the SCRQSA Board of Directors.
2. Sponsor Requirements: All sponsors seeking approval for their educational programs must submit a written request to the Board Administrator at least (30) days prior to the scheduled date of the presentation. Each provider shall:
 - (a) have a mechanism for the maintenance of records for no less than three (3) years;
 - (b) have a method of monitoring and verifying attendance;
 - (c) provide each participant adequate documentation of his participation in the program to include:
 - (I) name and certification number of participant;
 - (II) name and address of the sponsoring individual(s) or organization;
 - (III) name of program;
 - (IV) number of hours completed;
 - (V) date and location of program; and
 - (VI) authorized signature.
3. Program Request Requirements. Requests for program approval must include the following:
 - (a) name and address of the sponsoring individual(s) or organization;
 - (b) instructors name and resume;
 - (c) outline of program content;
 - (d) the number of actual (40-50) minute hours of instruction;
 - (e) the method of monitoring and certifying attendance;
 - (f) location at which program will be presented;
 - (g) \$25 application fee.
4. Program approval will be based on the following criteria:
 - (a) the program follows the curriculum outline set forth by the SCRQSA;
 - (b) the program will likely enhance the practitioner's knowledge in their scope of practice;
 - (c) the instructors are sufficiently qualified in the field of their instruction;
 - (d) the program will be held in a setting conducive to learning;
 - (e) adequate monitoring and attendance measures are likely to be observed.
5. Approval Number. Education programs are assigned an identifying approval number by the Board. The assigned approval number must be on the certificate of program attendance furnished to the attendant and the SCRQSA. A copy of the program attendance record must be sent to the SCRQSA via the United States Postal Service. Attendance certification to the Board is the responsibility of the practitioner.
6. Failure to include all required materials may result in delayed review or non-approval. The application fee is non-refundable.