



Instructions for Submitting Course For CEU Consideration

The online application must be completed if you want to offer your dealers/members National Fireplace Institute (NFI) or Chimney Safety Institute of America (CSIA) Continuing Education Units (CEUs) for attending your class. The NFI and CSIA have separate CEU committees that will evaluate your material and award CEUs for their respective programs based on the information you provide. When you submit this form the application is automatically sent to both organizations. You will receive separate CEU Award Confirmations for each. **You must submit your application no later than 30 days before your education event!** Faxed CEU applications are not accepted.

Please note: Do not use these instructions as an application. The application is to be filled out online. The diagrams below are designed to help you know how to fill the application out.

Course Title

Course Title	<input type="text"/>
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Your Course Title should only contain letters and numbers. Do not use **any** symbols such as:
&, !, /, \, @, (,), \$, %, #, *, ^

Sponsoring Organization, Instructor's Name & Anticipated Attendance

Sponsoring Organization	Pick a sponsor <input type="text"/> or add new sponsor <input type="text"/>
Instructor's Name	Pick an instructor <input type="text"/> or add new instructor <input type="text"/>
Anticipated Attendance	<input type="text"/>

Use the drop-down boxes to select a sponsor and instructor. If either is not listed, type the name in the "Add New Sponsor" or "Add New Instructor" box. You will be asked for contact information after you submit the form.

Enter the anticipated attendance.

Course Location & Date

Course Location and date	You must enter a city and date when the course will be first offered unless the course will be offered online <input type="checkbox"/> (If there are multiple dates, check the box below.) City <input type="text"/> State/Prov <input type="text"/> <input type="text"/> January <input type="text"/> 1 <input type="text"/> 2010 <input type="text"/> Tick checkbox if this course will be offered on multiple dates <input type="checkbox"/> (You can add more dates after you submit this form)
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If the class will be offered online put a check in the appropriate box. There are special requirements to verify attendance for online classes. If you are not sure how to meet those requirements, contact the NFI office at 703-524-8030 ext 129.

Enter the City, State and Date for the first time the class will be offered.

If it will be offered more than once, put a check in the box indicating it will be offered multiple times. You will be asked to provide additional dates and locations after you submit the form.

Course Outline

<p>You MUST submit a course outline (Click the "browse" button to the right and select the file to upload) <small>Word, Excel, Acrobat, or PowerPoint only</small></p> <p><u>Submitted files should be less than 1Mb please</u></p> <p>When you submit this form, your file(s) will be uploaded to our server. Depending on the file size(s) this can be a lengthy process. You must not close your browser. Let it run until you see an acknowledgment.</p>	<div style="border: 1px solid black; padding: 5px;"> <input style="width: 100%;" type="text"/> <input type="button" value="Browse..."/> <p><small>Browse to and select prepared file. The file name must be less than 60 characters long. If the file is open on your computer, you will need to close it before you upload.</small></p> <p><small>Do not write into text box above. Click the Browse button and navigate to the file on your computer.</small></p> <p><small>File name should contain no special characters like: !@#\$%^&*()+ etc.</small></p> <p><small>The file name must have a file type extension like .doc, .ppt, .pdf or.xls</small></p> <p><small>The file name must contain only 1 period (.)</small></p> <p style="text-align: center;">OR</p> <p style="text-align: center;">Enter Outline of Course below</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> </div>
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In order to make wise decisions the CEU committee needs to have enough information about the course content. A general comment like “technical training for gas fireplace installers” does not give the committee enough information to base a decision. Be as specific about the class schedule as possible, especially for multiple hour classes.

You can provide a copy of a power point presentation, Word document, a PDF file or an Excel spreadsheet. Please be mindful of the file size. These files will be forwarded to the CEU committee. Most e-mail programs put a limit on attached file size. If your file contains a lot of photos or colorful backgrounds, please compress the images and clear up the background colors before you save the file. If you are not sure how to do so, please call the NFI office (703) 524-8030 ext 129.

If you choose to type in an outline in the space provided: Please be specific regarding course content and schedule so the committee has the information they need to make their decision.

Handout File

<p>Handouts file <small>Word, Excel, Acrobat, or PowerPoint only</small></p>	<div style="border: 1px solid black; padding: 5px;"> <input style="width: 100%;" type="text"/> <input type="button" value="Browse..."/> <p><small>Browse to and select prepared file. Do not write into text box.</small></p> <p><small>Follow file naming conventions as outlined above.</small></p> </div>
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You can also attach a handout file. Follow the same instructions as the Course Outline.

Length of Course

Length of course	<input type="text" value="--"/> <input type="text" value=".00"/> Hours (Please include teaching time only and not any breaks and or lunch.)
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Please indicate the ACTUAL TEACHING TIME. Do not include time for breaks or meals.

Course Objective

Course Objective	
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Enter a short, concise statement describing what you hope to accomplish in the class. Again, the purpose is to give the CEU committee the information they need to make a decision.

Exclusivity

Is this course exclusive to your dealers / members?	<input type="radio"/> Yes <input checked="" type="radio"/> No
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Mark if this course is open to anyone or just for a select group. This will be indicated when the course is listed on the NFI web site.

Course Summary

Course Summary	<input type="text"/>
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This is the description that will be listed on the NFI web site. Write your description carefully so attendees know what will be covered. Also make sure it is spelled right and grammatically correct as there is no spell-check on the web site.

Special Instructions

Special instructions for attendees	<input type="text"/>
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Enter any special instructions such as directions, cost, etc.

Course Content Breakdown

Please enter the following percentages that best describes your course:	<input type="text" value="0"/> % Hands-on / Technical
	<input type="text" value="0"/> % Codes & Standards
	<input type="text" value="0"/> % Communication
	<input type="text" value="0"/> % Liability
	<input type="text" value="0"/> % Business
	<input type="text" value="0"/> % Safety
	<input type="text" value="0"/> % Sales
	<input type="text" value="0"/> % Total

The NFI and CSIA have different categories of CEUs. The purpose of the Course Content Breakdown is so they know how many CEUs to award in each category. Please be as specific as possible. Certified Specialists need specific amounts of CEUs in each category so it is important to make sure your class receives the right number of CEUs in the right categories.

Contact Information

Contact name:	<input type="text"/>
Contact phone:	<input type="text"/>
Contact E-mail:	<input type="text"/>

Please provide your contact information in case either CEU committee has questions about your application. Once approved, you will receive separate confirmations from the NFI and the CSIA indicating the number and type of CEUs the class has been awarded.

After you submit the form you will be asked to provide complete contact information for new sponsoring organizations or instructors and for any additional locations and dates that the class will be offered.

Error Messages

You will receive an error message if you have made a mistake when completing the form. You may forward this message to our web master for assistance. Please include the entire error message so he knows where to start looking. Or, for more assistance, call the NFI office at (703) 524-8030.

Taking Attendance The Day Of Your Event

CSIA/NFI CEU SIGN IN FORM

Page ___ of ___

Organization / Company Name: _____
 Title of Conference / Dates: _____
 Location: _____ Class Title: _____
 Speaker / Instructor: _____ Monitor Name/Phone Number: _____

CSIA CEU Category	Technical	Codes & Standards	Comm. & Liability	Health & Safety	Business	Total
CEU Value						
NFI CEU Category	Technical		SHL		Elective	Total
CEU Value						

Each participant wanting CSIA or NFI Continuing Education Credits must sign in & out at each program that has prior approval for CSIA/NFI CEU credit. Please complete the name of your company (or the company you work for) along with your name & certification #. Put the time in & time out for each program.

Please Print Clearly						
Last Name	First Name	Company	CSIA Cert #	NFI Cert #	Time In	Time Out

Taking attendance the day of your event is a crucial part of the program. In order to maintain the credibility of the CEU program we need to verify attendance. **Please fill the attendance form out completely.** CEU values for both the NFI and CSIA will be found in the confirmation notices you have received once the class has been approved.

Make sure attendees fill in their information legibly. If we can't read the form we will not be able to award CEUs to the right person. If an attendee does not know their Certification number, they **MUST** indicate that they are certified for us to know that we should look up their information in the database.

The monitor is responsible to verify that the attendee entered the class **no more than 5 minutes late** AND that they stayed for the entire presentation with no more than a five minute break.

Mail or fax this form to the NFI office and/or the CSIA office as instructed at the bottom of the form. Once the form is received, CEUs will be credited to the attendee's account. Periodically the information will be sent to the web master and posted on the web site. This can take up to 2-3 weeks after we receive the form in the office.