



EI Training Activity Request for Pre-Approval (Sponsoring Organization)

Complete this questionnaire to request pre-approval of contact hours for EI Activities that are not sponsored by the Illinois Early Intervention Training Program and are not posted on the website www.illinoiseitraining.org. Fax or mail your request to:

IL Early Intervention Training Program
7550 W 183rd Street
Tinley Park, IL 60477
FAX: 708.444.8470
PHONE: 708.444.8460, ext. 250
TOLL FREE: 866.509.3867, ext. 250

PLEASE NOTE: Processing may take up to 30 business days upon receipt of request.

Organization Name: _____

Contact Person: _____ Daytime Phone: () _____

Contact E-Mail: _____ Organization Website: _____

Address: _____

City: _____ State: _____ Zip: _____

Clearly type/print/write the blanks below (please no pencil). After the information has been reviewed, this form will be returned to you. If EI credit has been awarded, you may include "Approved by the Illinois Early Intervention Training Program: ___ contact hours in the area of _____" to issued proof of attendance.

1. Title of Workshop: _____ Date Held: _____

Presenter(s): _____

Site Address of Workshop: _____ City/State: _____

Begin Time: _____ End Time: _____ Cost to Attend: _____ Target Audience: _____

Would you like this event posted on the EI Training Program's web calendar? ___ Yes ___ No If yes, please include any additional registration information.

2. Please Attach:

** Brief description of workshop * Copy of timed program or agenda * Presenter(s) bio or resume*

3. What was the main objective of this workshop?

** Write 50-100 words in response to this question.*

FOR OFFICE USE ONLY

Credit Granted In the Following Area(s):

SEAL OF APPROVAL

- _____ Development of Young Children: Typical
- _____ Development of Young Children: Atypical
- _____ Working w/Families of Young Children w/Disabilities
- _____ Intervention Strategies ofr Young Children w/Special Needs
- _____ Assessment of Young Children w/Special Needs

_____ TOTAL HOURS APPROVED

IL Early Intervention Training Program

Approved By

Date

