

Course Approval Document Request

Dear Course Sponsor,

I am requesting that Louisiana approve your course for me to receive CEU credit on my next licensure renewal. In order to do so, I need to obtain the following documents from you:

Course speaker's CV or bio

Timed course agenda

(For recorded and/or text-based courses)

Approximate total word count for readings _____

Total video run time _____

Course objectives

Course reference list/bibliography

Thank you for providing me with this information and assisting me with my course approval.

Sincerely,