

ARKANSAS BOARD OF DISPENSING OPTICIANS

Post Office Box 627 | Helena, AR 72342 | Voice and Fax Line: (870) 572-2847

REQUEST FOR ABO APPROVED CONTINUING EDUCATION COURSE APPROVAL and CERTIFICATES

Applications must be received at least 90 days prior to the program date.
Incomplete information will result in a delay or denial of approval.

Sponsoring Organization: _____

Sponsor Contact: _____ Email Address: _____

Address: (STREET and APT # or P.O. BOX): _____

City/State/Zip: _____ Daytime Phone: _____

Program Location: STREET ADDRESS NO P.O. BOX _____

City/State/Zip: _____

Program Date: _____ Program Time: _____

Return all completed forms to:

ARKANSAS BOARD OF DISPENSING OPTICIANS BOX 627 Helena, Arkansas 72343
Phone/Fax: (870) 572-2847

ABO APPROVED COURSE INFORMATION

1. Course Title: _____

Speaker Name: _____ ABO Course #: _____

Length of Instruction: _____ Hours Number of Certificates Requested: _____

2. Course Title: _____

Speaker Name: _____ ABO Course #: _____

Length of Instruction: _____ Hours Number of Certificates Requested: _____

3. Course Title: _____

Speaker Name: _____ ABO Course #: _____

Length of Instruction: _____ Hours Number of Certificates Requested: _____

4. Course Title: _____

Speaker Name: _____ ABO Course #: _____

Length of Instruction: _____ Hours Number of Certificates Requested: _____

PROGRAM SPONSOR REQUIREMENTS

After the course has been approved, a sign in sheet for the course will be mailed to the Sponsor Contact address. This sign-in sheet, properly completed, must be postmarked and mailed to the Board Office within 10 days of the meeting date.

Course participants must complete a sponsor created evaluation of the program and speaker at the conclusion of the course program.

The Program Sponsor must keep on file a legible printed registration list or course roster and the completed program and speaker evaluations from each participant for one year.

Failure to comply with any and all requirements for course approval and sponsorship may result in loss of status as provider of Board approved education hours and denial of course hours to the participant.

The Arkansas Board of Dispensing Opticians reserves the right to audit, either in person and/or by taping (either audio or video) without charge or prior notice, any program that has been awarded continuing education credit. The sponsoring organization agrees to comply with all Arkansas Board of Dispensing Optician regulations and procedures.

I, the undersigned, understand that failure to comply with the requirements of this application may result in denial of, or loss of, continuing education credit approval.

Signature of Meeting Sponsor

Date

THIS FORM MAY BE DUPLICATED