



**SPONSORSHIP APPLICATION CHECKLIST FOR
REQUESTING CONTINUING EDUCATION CREDITS (CEs)**

Directions: Please complete and submit this form along with the materials listed below at least two weeks prior to the event when applying for Division of Developmental Disabilities' CE sponsorship of training.

Submit as PDF documents by email or fax to:

Illinois Department of Human Services
Bureau of Quality Management
600 East Ash Street, Building 400, Mail Stop 2 North
Springfield, IL 62703
Fax: (217) 782-9444
E-mail: DHS.BQM@illinois.gov

PLEASE TYPE OR PRINT LEGIBLY

Name of Agency Conducting Training Event:

Contact Name: _____ Phone: _____

Email: _____ Fax: _____

Be sure to include the following information:

- | | |
|---------------------|---|
| ✓ Course Name/Event | ✓ List of Learning Objectives |
| ✓ Date(s) | ✓ Agenda (including time allocations) |
| ✓ Time(s) | ✓ Presenter(s) Credentials/Curriculum Vitae |
| ✓ Handout(s) | ✓ List of professionals or professional licenses CE's being requested |

The Division of Developmental Disabilities is licensed to sponsor CE's for the following licenses below. Please check the boxes next to the professionals whose CE's you are applying for:

- Licensed Clinical Professional Counselor (LCPC)
 - Licensed Clinical Psychologist (LCP)
 - Licensed Clinical Social Worker (LCSW)
 - Licensed Nursing Home Administrator (LNHA)
 - Licensed Occupational Therapist (OT) and Occupational Therapy Assistant (OTA)
 - Licensed Physical Therapist (PT) and Physical Therapy Assistant (PTA)
 - Licensed Professional Counselor (LPC)
 - Licensed Social Worker (LSW)
 - Registered Nurse (RN), Licensed Practical Nurse (LPN) and Advanced Practice Nurse (APN)
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Notification: The Department will notify the requestor of its decision on CE sponsorship.

Contact: DHS.BQM@illinois.gov or by phone at (217) 557-6262 for assistance or questions.