

# CEU Individual Program Application National Kitchen & Bath Association



If you are an individual applying for an educational program(s) to qualify for Continuing Education Units, the fee is \$150 for each individual program submitted.

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The NKBA suggests that member companies become **CEU Provider Partners**, for an annual fee of \$750. Benefits include *in-booth education to be held at KBIS, member mailing lists, an NKBA CEU Approved logo, an article in NKBA publications, and links on the NKBA website.*

The NKBA is committed to providing the kitchen and bath industry with quality education, as well as facilitating lifelong learning to our industry and allied professionals. The CEU Provider Program is the next step in advancing the professionalism of our industry.

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## ORGANIZATIONAL INFORMATION

**Name (person or company):** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Contact Email Address:** \_\_\_\_\_

**Date of Application:** \_\_\_\_\_

**Instructor Name:** \_\_\_\_\_

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## PROGRAM INFORMATION

**Program Title:** \_\_\_\_\_

**Proposed Date of Program:** \_\_\_\_\_

**Proposed Location of Program:** \_\_\_\_\_

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## LEARNING OBJECTIVE

Each Program must contain at least two learning objectives related to the practice of kitchen and/or bath design. This should be a clear statement of what the professional should learn, and must be clearly defined and written.

A learning objective is a concise statement that clearly expresses what the student will be able to do after instruction has taken place. A learning objective is specific, observable, and measurable. It identifies what behavior(s) or tasks a student must demonstrate in order for the instructor to know that learning took place.

A Learning Objective is composed of three parts:

- 1. BEHAVIOR** - Describes what participants can do upon completion of the course.
- 2. CONDITION** - How the student will perform the behavior.
- 3. CRITERIA** - What you will use to evaluate student performance.

Learning Object **EXAMPLE:** *Upon completion of this course you will be able to:*

- Identify the principles of sustainable design.
- Describe and apply the use of light control to existing light sources and extend their lamp life.

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**CATEGORIES**

**(Check any/all that apply)**

- Business/Leadership       Design/Inspiration       Sales/Marketing       Trends/Insight  
 Products/Materials       Other \_\_\_\_\_

**Check one:**    One-time program: The program is unique and will only be given once.

***If one-time program, please indicate date:*** \_\_\_\_\_

- Ongoing program: The content of the program and length stay the same.  
You are only changing the date and/or location of the program.

**Indicate the number of hours spent in direct learning activities.** Credit is not awarded for time spent on breaks, registration, travel, receptions, tours or meals. Credit is awarded only for educational time. Program must be one hour minimum and recorded in tenths of hours. Partial hours must be rounded to the nearest tenth (i.e.: 1 hour 29 minutes = .1 CEU; 1 hour 30 minutes = .2 CEUs).

\_\_\_\_\_ Program Hour(s)  
\_\_\_\_\_ Days, if multi-day program (*if applicable*)  
\_\_\_\_\_ Continuing Education Unit(s)

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**Please indicate the intended delivery method of this program:**

- Lecture, training course, panel discussion       Conference Session  
 Professional Examination (0.1 CEU max)       Online/Distance learning

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**NKBA Program Application must be accompanied by supporting documentation including:**

- 1) Program outline/syllabus
- 2) Speaker bio
- 3) CEU Verification
- 4) \$150 check per program made payable to the National Kitchen & Bath Association
- 5) If paying by credit card, please complete the following:

                Visa                     MasterCard                     American Express  

Account number: \_\_\_\_\_ Expiration date: \_\_\_\_\_  
Cardholder name: \_\_\_\_\_ Signature: \_\_\_\_\_

**Return this form at least two weeks prior to the program date to:**

**National Kitchen & Bath Association**  
687 Willow Grove Street  
Hackettstown, NJ 07840  
Attn: Certification Department