

**CALIFORNIA ASSOCIATION OF PUBLIC ADMINISTRATORS, PUBLIC GUARDIANS  
AND PUBLIC CONSERVATORS**

**APPLICATION FOR TRAINING CREDIT APPROVAL**

**TRAINING COURSE INFORMATION**

DATE(S) OF TRAINING: \_\_\_\_\_  
TRAINING LOCATION: \_\_\_\_\_  
TRAINING SPONSOR: \_\_\_\_\_

TITLE OF TRAINING: \_\_\_\_\_  
NAME OF PRESENTER: \_\_\_\_\_

**Bio of presenter must be attached**

DESCRIPTION OF TRAINING INCLUDING TRAINING OBJECTIVES:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Program outline or program materials must be attached**

LENGTH OF TRAINING: \_\_\_\_\_

PLEASE REFER TO THE STANDARDS AND CERTIFICATION PLAN AND MATCH THE  
TRAINING CONTENT TO ONE OR MORE OF THE COURSES LISTED IN THE  
CURRICULUM. LIST COURSE(S) HERE:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PLEASE COMPLETE AND RETURN TO:

Jennifer Walter, Chairman  
Standards & Certification Committee  
c/o Marin County Public Administrator  
P.O. Box 4220  
San Rafael, CA 94913

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**APPLICATION FOR TRAINING CREDITS APPROVAL**

**ATTENDANCE VERIFICATION AND ADMINISTRATIVE FEES**

PROOF OF ATTENDANCE ATTACHED: YES \_\_\_\_\_ NO \_\_\_\_\_  
Examples of acceptable proof of attendance documents include Sign-In sheet or Certificate of Attendance.

ADMINISTRATIVE FEE ATTACHED: YES \_\_\_\_\_ NO \_\_\_\_\_

**ADMINISTRATIVE FEE:**

Regional or in-house county training:

**\$5 PER PERSON/PER COURSE**

If a County is doing an in-house training for their own staff and invite staff from other counties to attend their training, the host county can charge an additional fee for the costs of hosting the training.

Outside training (not sponsored by a county or the PAPGPC Association)

**\$25 PER PERSON/PER COURSE**

Please complete this form and return it to:

CA PAPGPC

P.O. Box 171

Beaumont, CA 92223 together with proof of attendance and administrative fees made payable to CA PAPGPC.

**TRAINING CAN BE PRE-APPROVED BUT YOU WILL NOT RECEIVE CREDIT UNTIL PROOF OF ATTENDANCE HAS BEEN PROVIDED TO THE ASSOCIATION AND THE ADMINISTRATIVE FEE HAS BEEN PAID.**

**THE APPLICATION FOR APPROVAL OF **OUTSIDE** TRAINING COURSES MUST BE SUBMITTED **WITHIN 30 DAYS** OF TRAINING.**