Consumer Credit Counseling:
Continuing Professional Education Course Approval Application

Please return to:
South Carolina Department of Consumer Affairs
Attn: Deborah Lockard, Program Coordinator - Consumer Credit Counseling
P.O. Box 5757
Columbia, SC 29250

Notice of Decision
(To be completed by CPE staff)

↑Approved: ____credits
↑Denied

Date:_____
CPE Member:_____

Course Title: _____ **Total hours of course**: _____

Course Type: ☐ Live/ Classroom ☐ Video ☐ Web-Based ☐ Video-Conferencing

Provider Name: _____

Mailing Address: _____
(Street Address/ P.O. Box) (City) (State) (Zip Code)

Phone No.: (___)_____ Fax No.: (__)_____

Enclosed with this application is:

☐ A copy of all course materials in triplicate (text and handouts - submit in a 3 ring binder with tab separations).
☐ A copy of the description of the course to be used in advertising
☐ Instructor Application(s)

***All materials will be retained by the South Carolina Department of Consumer Affairs.*

List All Instructors You Anticipate Will Teach the Course/ Segments:
(Each must fill out an Instructor Application and be approved before the course may be advertised and/or taught)

Name	Job Title	Employer

***Attach additional Page if Necessary*

CONTENT OUTLINE AND LEARNING OBJECTIVES

Provide an outline of your course with time allotments for headings and sub-headings. Outline the learning objectives for the segment(s), stating one or two objectives per hour.

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Content Outline Use 15 or 30 minute segments as a guideline. Indicate the length of any breaks.		**Learning Objectives** What will the student be able to do or have a better understanding of?
Minutes	Topic(s)	The student will be able to:

I hereby apply for approval to provide the above referenced credit counseling continuing professional education course, and I certify, under penalty of perjury, that all statements and materials are true and that nothing has been withheld which would influence a complete evaluation of this application.

I have read and agree to comply with the S.C. Consumer Credit Counseling Law and/or Policies of the S.C. Department of Consumer Affairs.

_____ _____

Signature Date

_____

Title