CONTINUING EDUCATION HOURS REQUEST FORM

HOW TO REQUEST CONTINUING EDUCATION (CE) HOURS

Requests must be made prior to attending the program. The group composed of the Rutgers Cooperative Extension Advisor Barbara Bromley, at least one elected officer of Master Gardeners of Mercer County, and the MGofMC Hours Committee will consider and approve all requests for Continuing Education Hours. Master Gardeners should submit this form or an e-mail request containing the following information to that group. Printed course descriptions can be supplied to provide additional information.

Committee Chairs should submit a list of the programs which they are planning to meet the CE requirements or that they feel are of sufficient educational value to be CE hours.

Approved programs will be published and posted with the number of CE hour's credit they are approved for. The person making the request will be notified. These forms will also be kept in a notebook in the Library for MG's reference.

Program:
_____

Date(s): _____

Cost (if any)_____

Program Provider (attach documentation if available):_____

Speakers or Presenters:_____

Brief Description _____

_____

_____

_____

_____

Estimated Number Hours of Contact/Lecture/Class Time _____

Committee or Master Gardener making request:

Name: _____Phone or e-mail_____

MG of MC Hours Group

Date Received:_____

Date Approved: _____

Date Rejected:_____

Comments:_____

_____

_____

Initials_____

RCE Mercer County MG Coordinator

Date Received: _____

Date Approved: _____

Date Rejected:_____

Comments:_____

_____

_____

Initials_____

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