



# CCS & CES/MES Continuing Education Program

## Form 100: Request for Recognition of Eligibility for Organizations

Event organizers and individuals should use this form to seek approval for inclusion in the portfolio of events for CCS & CES/MES continuing education units. Please attach event description as well as organizer contact information. All information is required.

### CONTACT INFORMATION

Name of Event:

Date(s):  Type of Credit: CCS  CES / MES  CCS & CES/MES

City:  State:  ZIP code:

If Other, specify:

Requesting Organization:

Contact Name:  Phone No:

Email:  Length of Event(Hours):

Type of Event: Event:  Online Course:  Live Webinar:  On-Demand Webinar:  Other:

Event Website:

### CONTENT

1. Event content approximates the following topic(s):

2. Who should attend? (i.e. Brokers, Forwarders, Importers, Exporters, etc...) :

### PAYMENT & SUPPORTING DOCUMENTS

Please submit online order and attach a check/credit card payment payable to NCBFAA. The processing fee is \$25\*. Breakout sessions during an event will be an additional \$10 per session. An event held two or more times within a calendar year with the same agenda will be charged a one-time fee of \$45. Please email this form to [ei@ncbfaa.org](mailto:ei@ncbfaa.org) at least 7 business days prior to the event along with the event brochure/flyer and the agenda detailing a complete list of topics and timing of each session.

### FORM 200 AGREEMENT

The requesting organization agrees to complete and email Form 200, available upon event approval to [ei@ncbfaa.org](mailto:ei@ncbfaa.org) within three days of the event. Please do not alter the form.

**TO SUBMIT FORM 100, SAVE AS PDF AND EMAIL ATTACHMENT TO [EI@NCBFAA.ORG](mailto:EI@NCBFAA.ORG).**