

APPLICATION FORM TO OFFER A COURSE
APPROVED FOR ICFE CREDITS

COURSE TITLE: _____

GENERIC SUBJECT MATTER: _____
(e.g., "marketing" or "human resources")

INTENDED PARTICIPANTS (e.g., franchise sales people, company lawyers):

INSTRUCTOR(S): _____

TEACHING/TRAINING EXPERIENCE:

HAVE YOU OFFERED PRIOR CFE COURSES? _____

IF SO, WHAT? _____

POSSIBLE COURSE DATES: _____

You may attach a brief memo to this application form to summarize or describe the proposed course. Following review and approval of the course concept by the CFE Curriculum Committee, a prospective course provider must submit – within 45 days - a copy of detailed course materials to be used by course participants. These materials should be comprehensive, have space for note-taking, and be hard-bound, spiral-bound or in loose-leaf binder. **NEW COURSES WILL NOT BE CONSIDERED FOR FINAL APPROVAL WITHOUT SUCH MATERIALS.** Please attach application fee of \$200.00 payable to ICFE.