



S.E.C. Education Foundation

A 501 (c) (3) Affiliate of the Society of Exchange Counselors
www.secedfoundation.com

Request for Education Course Approval or Support

1. Application date: _____ Purpose: Course Approval _____ Support _____
2. Title of Seminar/Program: _____
Proposed Course Start Time _____ AM ___ PM ___ End Time: _____ AM ___ PM
3. Instructor(s) _____
4. Is program S.E.C. Education Foundation Approved? Yes _____ No _____
5. Sponsoring Organization(s): _____
6. Scheduled Date of Event: _____ If this event is not in conjunction with an S.E.C. Marketing Session, what is the location? City _____ State _____
7. Do you have a venue selected, and if so, are there food & beverage minimums or meeting rental fees? Yes _____ No _____
8. Is the program approved for continuing education credits? Yes _____ No _____
9. If no, has the program ever been submitted or approved for CE credits in the past?
Yes _____ State(s) _____ Date _____ No _____
10. Do you want the S.E.C. Education Foundation to submit an application for CE credit?
Yes _____ No _____
11. In addition to promoting the seminar via the S.E.C. Real Estate Observer, and the S.E.C. database, do you have additional resources for promotion? Yes _____ No _____
12. What are the professional profiles of the potential attendees? _____

13. In the event you are requesting financial support from the S.E.C. Education Foundation, please indicate the maximum amount of financial support requested: \$ _____
14. What will the funds be used for? _____

CHECKLIST FOR S.E.C. EDUCATION FOUNDATION
COURSE APPROVAL OR SUPPORT

Applications will not be considered unless all items requested are provided at the time of submission. Applications must be received at least 90 days prior to the proposed course date, or 120 days if CE credit is requested. Thank you.

Estimated # of attendees:

Best Case _____ Expected _____ Worst Case _____

Instructor Expense Reimbursement Requested:

Speaking Fee \$ _____

Transportation: \$ _____

Lodging: \$ _____

Please include the following Course and Promotional Materials:

- _____ Copy of the course handout materials
- _____ Course Outline or Bullet Points for Flyer
- _____ Short Instructor Bio
- _____ Instructor Photo jpeg format
- _____ Suggested Course Fee

Venue Related – (If not in conjunction with an S.E.C. Meeting)

- _____ Copy of meeting room rental and/or food & beverage requirements
- _____ Food & Beverage Menus with prices
- _____ List of AV Equipment Requested & Price List from venue
- _____ Copies of any contractual obligations with the venue

_____ Please check here if you have additional questions or are including additional information not covered above.