

# Instructions for Completing ATA Continuing Education Approval Request Form

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## General Information:

- ATA maintains a database of approved events at which ATA-certified members may earn continuing education points (CEPs).
- For events not listed, an ATA approval request must be completed and submitted to ATA Headquarters.
- Approval may be requested either prior to an event or after an event, with the understanding that the approval may be denied if documentation is insufficient or if the educational content does not meet ATA criteria.
- Individuals and groups requesting CEPs will be notified by ATA Headquarters that the event has been approved for a particular number of CEPs or that approval is denied.
- Individuals must keep track of their earned CEPs and report them to ATA Headquarters every three years upon request.

## Select one of the following forms to complete:

1. If you represent a chapter, regional group, organization, institution, or other sponsor of activities, complete the Approval Request Form for Groups.
2. If you are an individual, complete the Approval Request Form for Individuals.

## CEP Request Form for Groups

- 1) Provide the name and contact information for the group sponsoring the event.
  - a) Check the appropriate box for your group and provide the group's name.
  - b) "Other" can include affiliated groups, international translation organizations, and universities.

**All ATA Chapter educational events are automatically eligible for continuing education points. Events not sponsored by ATA or ATA Chapters must be approved individually. Approval may be denied if documentation is insufficient or if the educational content does not meet ATA criteria.**

- 2) Provide the name of the event or presentation.
- 3) Provide a brief description of the content of the event or presentation—two or three sentences should be sufficient.
- 4) Provide the speaker's name and title.
  - a) If this is a single session, one name and descriptive title are sufficient.
  - b) If this is a conference or multi-day event, provide all names and titles on a separate page.
- 5) Provide the date(s) of the event.
- 6) Provide the starting and ending times.
  - a) If this is a conference or multi-day event, provide the number of session hours for each day of the event. Session hours do not include breaks or meals.
- 7) Provide the number of CEPs you are requesting for your attendees—one hour of creditworthy activity equals one CEP—no partial hours can be counted.
- 8) The form must be signed and dated by the individual recommending the presentation or event for CEP approval.

## CEP Request Form for Individual

- 1) The individual requesting the CEPs must provide his/her ATA membership number and sign and date the form.
- 2) Provide the name and contact information for the group sponsoring the event.

**All ATA Chapter educational events are automatically eligible for continuing education points. Events not sponsored by ATA or ATA Chapters must be approved individually. Approval may be denied if documentation is insufficient or if the educational content does not meet ATA criteria.**

- 3) Provide the name of the event or presentation.
- 4) Provide a brief description of the content of the event or presentation—two or three sentences should be sufficient.
- 5) Provide the speaker's name and title.
  - a) If this is a single session, one name and descriptive title are sufficient.
  - b) If this is a conference or multi-day event, provide all names and titles on a separate page.
- 6) Provide the date(s) of the event.
- 7) Provide the starting and ending times.
  - a) If this is a conference or multi-day event, provide the number of session-hours for each day of the event—session hours do not include breaks or meals.
- 8) Provide the number of CEPs you are requesting—one hour of creditworthy activity equals one CEP.

## **REMINDER**

- ATA offers one CEP per hour for approved seminars, workshops, conferences and presentations, based on full hours (not including meals and breaks), up to a maximum of 10 CEPs per event. No partial hours will be counted.
- ATA offers a maximum of 5 CEPs for an approved college, university, or other course regardless of its length.
- The requesting group or individual will be notified if ATA does not approve the number of points requested.

# Approval Request Form

## ATA Continuing Education Points (Groups)



American Translators Association

225 Reinekers Lane, Suite 590, Alexandria, Virginia 22314

Phone: (703) 683-6100 ♦ Fax: (703) 683-6122 ♦ Email: certification@atanet.org ♦ Web: www.atanet.org

Refer to CE Guidelines in print or online at [www.atanet.org](http://www.atanet.org) for further information!

Please print or type.

### 1. Event sponsor's contact information

Name of Sponsor: ATA Chapter/Division: \_\_\_\_\_  
 Other\*: \_\_\_\_\_

*\*Approval for non-ATA-sponsored activities must be sought by either the sponsor or the individual attending the activity*

Contact Person:	Email:
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Address:

Phone:	Fax:
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### 2. Event/presentation:

### 3. Brief description of content:

### 4. Speaker's name & title:

*For conference or multi-day events, please list names and titles of speakers on separate sheet*

5. Date(s) of activity:	6. Time of activity: (from) (to)
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### 7. Number of continuing education points requested:

*One point per hour for seminars, workshops, conferences with a max.10 points/event; 5 points max./university course*

8. Signature of requesting individual:	Title:	Date:
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### For ATA Use Only

Points approved:	Comments:
Reviewed by:	
Date:	

# Approval Request Form

## ATA Continuing Education Points (Individuals)



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225 Reinekers Lane, Suite 590, Alexandria, Virginia 22314

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Please print or type.

1. Name of requesting individual:		Daytime Phone:	ATA Membership Number:
2. Event sponsor's contact information			
Name of Sponsor:			
Contact Person:		Email:	
Address:			
Phone:		Fax:	
3. Event/presentation:			
4. Brief description of content:			
5. Speaker's name & title:			
<i>For conference or multi-day events, please list names and titles of speakers on separate sheet</i>			
6. Date(s) of activity:		7. Time of activity: (from) (to)	
8. Number of continuing education points requested:			
<i>One point per hour credit for seminars, workshops, conferences with a max.10 points/event; 5 points max./university course</i>			
9. Signature of requesting individual:			Date:
<b>For ATA Use Only</b>			
Points approved:		Comments:	
Reviewed by:			
Date:			

