



Request for IBSC[®] Approved Review Course

All candidates renewing their FP-C[®], CCP-C[®] or TP-C[®] are required to have a minimum of 16 hours of CE from an IBSC[®] Approved Review Course.

To apply for an approved review course, please submit the following information to Jeanette Myers at jmyers@bcctpc.org, along with the information asked for in the Review Course Approval Guidelines. If you have any questions, please call Jeanette Myers at 678-368-4929.

Please print clearly

Contact Name: _____
(All Contact's information will be posted on the BCCTPC website)

Organization: _____

Address: _____

Location of Course: _____

Contact's Phone #: _____

Contact's Email: _____

Organization's Website: _____

Check which review course(s) you want to be approved for:

FP-C Course CCP-C Course TP-C Course Online Course

Is this course open to the public or to employees only? Public Employees

Course Name: _____

(IBSC requests the review course titles do not include the words 'Prep', 'Preparation', or any form of the word, as this is not an approval for examination preparation – only approval as a review course for recertification through CE.)

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New programs that are seeking approval will be assessed \$250. Programs that already have been approved will be assessed \$250 starting January 1, 2017. Submit this application to the IBSC Office and we will invoice you accordingly. Please allow 3-4 weeks to receive your approval. Contact Jeanette Myers at 678-368-4929 if you have questions or need assistance.

Office Use Only
Process Date: _____
Approval Code: _____
Cert Emailed: _____
Student Cert Rec'vd: _____

IBSC Main Office
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Snellville, GA 30039
Ph: 770-978-4400