

Credit Evaluation Request

While it is not necessary to have programs pre-approved, we would be happy to evaluate the number of credits a specific program will earn towards recertification. To request a credit evaluation, simply complete this form and return to Marian Erickson at the address listed below.

Please place a check mark next to the recertification for which you would like this/these activities to apply (check all that apply): CERRP CHRS CWCP

Submit completed form to:
Marian Erickson
HR Executive Education
Michigan State University
422 S. Kedzie Hall
East Lansing, MI 48824-1032
Email: wcc@msu.edu
Fax: 517.432.0138 Phone (517) 432-2209

Please provide complete contact information so that we may notify you with the number of credits when the evaluation has been completed.

CONTACT INFORMATION						
Last Name		First Name		M.I		Date
Title				Email		
Organization						
Mailing Address				Suite/Mail Code/Apt.		
City			State		Zip Code	
Phone			Extension		Fax	

Name and address of organization sponsoring the activity	
Phone number or web address of sponsoring organization	
Title of educational activity	
Date(s) and Time(s)	
Location	
Method of presentation	<input type="checkbox"/> Workshop <input type="checkbox"/> live webinar/video conference <input type="checkbox"/> on-demand/self-directed <input type="checkbox"/> other
If selected "other" above, describe	
Description of materials distributed	
Detailed Agenda and Instructor Credentials May attach a copy of the brochure	
Instructional Hours (subtract lunches and breaks)	