

Class II

In-services (Attended or Presented)

Typically a two-hour or less event occurring at your facility or presented by someone within your facility.

**MAXIMUM NUMBER OF CLASS II HOURS PER TWO-YEAR CYCLE:
4 FOR ATTENDING AND 4 FOR PRESENTING**

Mail to: KOTA, 825 S. Kansas Avenue, Suite 500, Topeka, KS 66612

Questions call (877) 904-0529

Application MUST be submitted within 60 days of program date. Late fee of \$20.00 applies if more than 60 days.

Therapist's Name _____ Kansas License # _____

Address _____ City/State _____ Zip _____

Home Phone (_____) _____ Work Phone (_____) _____

Email _____

Check here if any of the above information has changed.

Please STAPLE all supporting materials to this form

Each Application MUST include ALL of the following or it will be denied:

1. Handouts or other brief description of in-service.
2. Copy of Certification of Attendance or attendance sheet signed by instructor or proof of presentation (if you are the presenter, see below).
3. \$20.00 late fee if application is being submitted 60 days after program date, payable to KOTA.

In-service Title _____

CPR, Basic Life Support, OSHA, HIPAA, Infection Control, and Bloodborne Pathogens WILL NOT be given credit

Date(s) _____ Location _____

Provider _____

Speaker Names/Title/Present Position* _____

Check here if you are the **instructor** of the Class II program* _____

***NOTE:** Instructors must include proof of the number of contact hours that you presented. This proof must be written on employer letterhead and include supervisor's signature or may be a list of attendees showing your name and number of contact hours presented.

Contact Hours Requested _____

ATTENTION: This form is to be completed by individual therapists wanting contact hours for a Class II (ATTENDED OR PRESENTED). Contact hours will not be awarded until after the program has been attended. NO EXCEPTIONS WILL BE ALLOWED. If submitted incomplete, application will be denied. If denied upon first submission, you have 60 days to resubmit before a late fee is required. Notes from employers, airfare receipts, etc. are NOT proof of attendance.

(DO NOT WRITE BELOW THIS LINE)

Reviewer's Initials _____ Date Approved _____ Contact Hours Awarded _____ Class _____

Denial Date _____ Denial Reason _____

Date Received _____ Late Fee _____

Revised 04/2011