

Class V

Presentation of Class I Workshop or College Course

Class V credit NOT given for presentation of Class II in-services.

MAXIMUM NUMBER OF CLASS V HOURS: 30 PER CYCLE

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

Questions call (877) 904-0529

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

Therapist's Name _____ Kansas License # _____

Address _____ City/State _____ Zip _____

Home Phone (_____) _____ Email _____

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

PLEASE STAPLE ALL SUPPORTING MATERIALS TO THIS FORM

1. **PRESENTATION:** Workshop brochure or information including timetable, learning objectives, and your name as speaker or co-speaker. If co-presenter, submit letter from your co-presenter(s) indicating number of contact hours YOU presented.
2. **COLLEGE COURSE:** Copy of course catalog listing you as instructor. If co-instructor, submit letter written by instructor whose name is listed in the catalog indicating the total percentage of the course that YOU instructed. If instructor's name is not listed in catalog, send a syllabus of class with instructor's name listed.
3. **\$20.00 late fee** if application is being submitted 60 days after program date, payable to KOTA.

____ Workshop ____ College Course ____ Co-presenter/instructor ____ Sole presenter/instructor

Workshop or college course title _____

Date(s) _____ Location _____

Provider or University: _____

Length of workshop _____ If college course, % of course instructed by you _____

Length of your presentation _____ If college course, % of course instructed by you _____

Class V Contact Hours Requested _____ (3 contact hours of credit for one hour of presentation, not to exceed 30 contact hours)

NOTE: Submit contact hours you attended during remainder of workshop on Class I application form online or attach to this Class V form if paper request.

ATTENTION: This form is to be completed by individual therapists wanting contact hours for Class V. This form is NOT for sponsoring organizations applying for pre-approved contact hours for workshops being planned. 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 before a late fee is required. If denied again, late fee will NOT be refunded. Notes from employers, airfare receipts, etc. are NOT proof of attendance.

(DO NOT WRITE BELOW THIS LINE)

Therapist's Initials _____ Approved Date: _____ Contact Hours Awarded _____ Class _____

Denial Date: _____ Reason: _____

Date Received _____ Late Fee _____ Date Denial Returned _____