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## REQUEST FOR REVIEW OF UNAPPROVED COURSES

Requesting Party: \_\_\_\_\_  
Course Name: \_\_\_\_\_  
Course Presenter: \_\_\_\_\_  
Requested CE Hours: \_\_\_\_\_  
Date(s) of Course: \_\_\_\_\_  
Date Submitted: \_\_\_\_\_

Along with this form please submit course materials, outlines, length of instruction and any written materials that describe the content, and any promotional material issued relating to the course/seminar you attended. Confirmation of attendance is also required for any designee submitting materials for review. The Council must receive these materials within 60 days of receiving the instruction.

There is a \$25 administrative fee for the review process. Please make checks payable to "FEA (CES)" and include them with the submission of this form.

Council Determination:	<input type="checkbox"/> Fully Approved	<input type="checkbox"/> Not Approved	<input type="checkbox"/> Partial
Approved Hours:	_____		
Reviewer's Initials:	_____	Date Reviewed:	_____ Bill Computed by: _____

The coursework approved will be considered as qualifying for CES® renewal hours. It is important for any attendees to be able to independently confirm their attendance at this course when renewal hours are submitted. Materials submitted herewith will be retained through the appropriate renewal period and will be held strictly confidential. Individuals may submit a copy of this approval with their bi-annual CES® renewal.

Coursework/classes/segments approved if not 100%:

\_\_\_\_\_  
\_\_\_\_\_

For any non-approved hours, the reasons for non-approval are as follows:

\_\_\_\_\_  
\_\_\_\_\_