



**National Kitchen & Bath Association®**  
**CEU Provider Application**

**BUSINESS CONTACT INFORMATION**

Today's Date:

Organization/company name:

Type of organization:

Point of contact:

Alternate point of contact:

Phone:

E-mail:

Company address:

Address 2:

City:

State:

ZIP Code:

Country:

Website:

**NKBA MEMBERSHIP STATUS**

Member ID #:

There are two CEU Provider options. Please select which one is right for you, based on your needs. The NKBA offers the Multiple Program Provider for members that wish to offer multiple classes. The Single Program Provider is designed for members that wish to offer a single class. All CEU Providers must maintain active membership with NKBA. CEU Provider approval cannot be awarded until NKBA membership has been processed.

**Multiple Program Provider Requirements**

**Single Program Provider Requirements**

1. Company provider must be an NKBA member.
2. CEU provider application and CEU program form must be received and reviewed by the NKBA prior to the event date.
3. The provider program is renewed on a calendar year. Your NKBA membership and CEU provider fee must be renewed on an annual basis to be a CEU Provider.
4. Submit CEU program form for each program.
5. The NKBA CEU logo may not be used without official approval from the National Kitchen & Bath Association.
6. Provide the National Kitchen & Bath Association with a brief description of your company, company website address and company logo to be listed on the NKBA website.
7. NKBA will provide a direct link to your program information.
8. Once approved, you may run your programs as many times as you wish during the calendar year.

1. Single Program Provider must be an NKBA member.
2. CEU provider application and CEU program form must be received and reviewed by the NKBA prior to the event date.
3. The provider program is renewed on a calendar year. Your NKBA membership and Single Program Provider fee must be renewed on an annual basis.
4. Submit CEU Provider application and program for each program.
5. The NKBA CEU logo may not be used without official approval from the National Kitchen & Bath Association.
6. NKBA will post your program information on nkba.org.
7. Once approved, you may run your course as many times as you wish during the calendar year.
8. On-demand classes must be under a Multiple Program Provider.

**PAYMENT INFORMATION**

☐ Multiple Program Fee = \$1250 annually (unlimited number of programs)      ☐ Multiple Program Fee (on/after July 1<sup>st</sup>) = \$625.00

☐ Single Program Fee = \$200 per program annually (one program per application)      ☐ Single Program Fee (on/after July 1<sup>st</sup>) = \$100.00

**Payment Method**

VISA ☐

MASTERCARD ☐

AMERICAN EXPRESS ☐

CHECK ☐

Account number:

CVC/ CVV:

Expiration date:

Cardholder name:

Cardholder signature:

Date:

**FOR INTERNAL USE ONLY: CEUP** \_\_\_\_\_

## CEU Program Form



## National Kitchen & Bath Association

**Please complete and submit with your CEU provider application.**

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The NKBA is committed to providing the kitchen and bath industry with quality education, as well as facilitating lifelong learning to our industry and allied professionals. The CEU Provider Program is the next step in advancing the professionalism of our industry.

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### ORGANIZATIONAL INFORMATION

**Name (person or company):** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Contact Email Address:** \_\_\_\_\_

**Date of Application:** \_\_\_\_\_

**Instructor Name (If applicable):** \_\_\_\_\_

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### PROGRAM INFORMATION

**Program Title:** \_\_\_\_\_

**Proposed Start Date:** \_\_\_\_\_

**Method of Delivery:** in-person ☐, virtual live webinar ☐, on-demand webinar ☐

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### LEARNING OBJECTIVE

Each Program must contain at least two learning objectives related to the practice of kitchen and/or bath design. This should be a clear statement of what the professional should learn, and must be clearly defined and written.

A learning objective is a concise statement that clearly expresses what the student will be able to do after instruction has taken place. A learning objective is specific, observable, and measurable. It identifies what behavior(s) or tasks a student must demonstrate in order for the instructor to know that learning took place.

A Learning Objective is composed of three parts:

- 1. BEHAVIOR** - Describes what participants can do upon completion of the course.
- 2. CONDITION** - How the student will perform the behavior.
- 3. CRITERIA** - What you will use to evaluate student performance.

Learning Object **EXAMPLE:** *Upon completion of this course you will be able to:*

- Identify the principles of sustainable design.
- Describe and apply the use of light control to existing light sources and extend their lamp life.

**Please include a course description and learning objectives below, or attach separately.**

**Course Description:** \_\_\_\_\_

\_\_\_\_\_

**Learning Objectives:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Indicate the number of hours spent in direct learning activities.** Credit is not awarded for time spent on breaks, registration, travel, receptions, tours or meals. Credit is awarded only for educational time. Program must be one hour minimum and recorded in tenths of hours.

Examples:

1 hour Program Hour(s) = 0.1 Continuing Education Unit(s) (CEUs)

2 hours Program Hour(s) = 0.2 Continuing Education Unit(s) (CEUs)

\_\_\_\_\_ Program Hour(s) = \_\_\_\_\_ Continuing Education Unit(s) (CEUs)

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**CEU Program form must be accompanied by supporting documentation including:**

- 1) Program outline or timed agenda (see example below)
- 2) Bio for all speakers
- 3) Learning objectives

**Example of Timed Agenda**

Time	Minutes	Topic	CEU Approval
9:00 – 9:30	30	Introduction	Yes
9:30 – 10:30	60	Cabinet Manufacturing Systems	Yes
10:30 – 10:45	15	Break	No
10:45 – 11:30	45	Cabinet Component Systems	Yes
11:30 – 12:30	60	Guided Shop Tour	Yes
12:30 – 1:00	30	Lunch	No

Please return CEU form with CEU provider application at least four weeks prior to the program date to the Learning Department: **Certificationapp@nkba.org**