

**Purpose of the CBDM Prior Approval Program**

The purpose of the CBDM Prior Approval Program is to recognize continuing education (CE) providers that have met the CBDM education standards and guidelines. The CBDM prior approval process is completely voluntary and is initiated by the program sponsor/coordinator requesting approval. Prior Approval status does not constitute endorsement of a program sponsor or its materials by CBDM or ANFP. The program sponsor is responsible for maintaining the content and quality of any program that has received prior approval and upholding all policy as stated in the Prior Approval Handbook.

The CBDM Prior Approval Program is intended for organizations interested in providing continuing education (CE) hours to CDM, CFPP credential holders. CBDM encourages organizations to apply in order to be recognized as a CBDM Prior Approval provider if their programs meet CBDM standards of quality education.

**CE Provider Organization Information**

\_\_\_\_\_ For Profit

\_\_\_\_\_ Non-Profit - *An IRS determination letter must be submitted with initial non-profit application*

Organization Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Website Address: \_\_\_\_\_

The CE Provider Portal allows only one person from your organization access to the CE Provider organizational record. All CE Prior Approval applications will need to be entered using the login and password of the assigned individual.

Organizational Primary Contact Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

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If your organization would like to become an Unlimited CE Provider, indicate below. ANFP Prior Approvals will reach out to the Organizational Primary Contact for credit card payment.

\_\_\_\_\_ \$700 For Profit Organization

\_\_\_\_\_ \$350 Non-Profit Organization

If you would like to submit a single Prior Approval request, a credit card payment can be made in the CE Provider Portal following submission of your application.

Please complete and submit this form to [priorapprovals@CBDMonline.org](mailto:priorapprovals@CBDMonline.org). Directions on how to access the CE Portal will be provided to the Organizational Primary Contact by e-mail once processed.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_