

ATTENDANCE VERIFICATION FORM

PROOF OF TRAINING APPROVAL ATTACHED

Proof of training approval is a copy of the email sent by the Association's Standards & Certification Committee.

PROOF OF ATTENDANCE ATTACHED

Proof of attendance for Regional/In-house trainings is the original sign-in sheet (a template can be [found here](#)) or for Outside trainings, a Certificate of Attendance as well as a typed out list of all attendees.

Proof of attendance along with payment is to be sent to:

CA PA|PG|PC
P.O. Box 467
Sacramento, CA. 95812
Attn: Certification Documentation

ADMINISTRATIVE FEES

Below is a list of the various fees charged for training accreditation. Should you have any questions on these fees please feel free to email us at certification@capagpc.org. A full outline of our certification requirements can be found on our website under What We Do / Training & Certification.

REGIONAL OR IN-HOUSE COUNTY TRAINING	
If a County is doing an in-house training for their own staff and invite staff from other counties to attend their training, the host county can charge an additional fee for the costs of hosting the training.	\$5 PER PERSON/ PER COURSE HOUR
OUTSIDE TRAINING (Not sponsored by a County or by CA PA PG PC)	
If a County is doing an in-house training for their own staff and invite staff from other counties to attend their training, the host county can charge an additional fee for the costs of hosting the training. Important Note: <i>No member can have more than 12 credit hours accumulated for the initial or re-certification process from an outside training source.</i>	\$30 PER PERSON/ PER COURSE

Please note: Training is pre-approved but you/your members **will not receive credit** until

1. Proof of attendance has been provided to the Association as outlined above and
2. The administrative fee has been paid for each member