

ATTENDANCE VERIFICATION FORM

The Association requires proof of all training attendance for member accreditation. The list below provides an overview of what documents are needed to verify attendance and accreditation approval.

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

Should you have any questions on the administrative course fees listed below please feel free to email us at certification@capapgpc.org. A full outline of our certification requirements can be found on our website under What We Do / Training & Certification.

CA PA|PG|PC TRAINING FEE

The Association charges a certification fee for all trainings to support our costs. The current certification fee is \$10 Per Person/Per Course Hour irrelevant of type of training being taken.

Important Note: *No member can have more than 12 credit hours accumulated for the initial or re-certification process from an outside training*

**\$10 PER
PERSON/ PER
COURSE HOUR**

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