

West Virginia Department of Agriculture

Kent A. Leonhardt, Commissioner

Amie Minor-Richard, Deputy Commissioner



APPLICATION FOR CONTINUING EDUCATION COURSE APPROVAL

To obtain approval for your auctioneer continuing education, you must comply with the required standards outline in West Virginia Code Chapter 19. Article 2C. Auctioneers and Title 61 Legislative Rule State Department of Agriculture Series 11B- Auctioneers. To obtain continuing education approval, you must submit your instructor resume/bio, and a full agenda to the West Virginia Department of Agriculture 30 days prior to the scheduled continuing education date.

Information:

1. Name of Course Provider - _____
2. Mailing address - Street, P.O. Box Number, Route, etc. _____
City, State, Zip Code _____
3. Physical Address - Street, P.O. Box Number, Route, etc. _____
City, State, Zip Code _____
4. Business Address - _____
City, State, Zip Code _____
5. Residence Phone Number - _____ Cell Phone Number - _____
Business Phone Number - _____ Email Address - _____
6. Contact Person - _____
7. Residence Phone Number - _____ Cell Phone Number - _____
Business Phone Number - _____ Email Address - _____
8. Scheduled Course Date - _____ Start Time - _____ End Time - _____
Hours of Instruction - _____

9. Continuing Education Location - Physical Address - Street, P.O. Box Number, Route, etc.

City, State, Zip Code _____

Instructor information: Course instructors must be proficient in the subject being taught, either by education or experience.

Instructor resume must be included with your application.

Instructors Name	Field of Expertise/Experience

10. How will you be monitoring attendance from the beginning to the end of the continuing education?

Please include the following:

- A copy of your resume.
- An agenda including each topic to be discussed.

Return all required documentation to:

West Virginia Department of Agriculture
Executive Division
1900 Kanawha Boulevard East
State Capitol, Room E-28
Charleston, WV 25305