I am requesting flex credit approval for the following:

Date:

Name of event/training/presentation:

Location:

Institutional Value:

I am requesting for approval  **\_\_\_** hours.

**\*Documentation supporting your request is required.**

Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Vice President of Instruction | Approved # of Hours |  | Denied |  |
| Signature |  | Date |  |  |