

## **Program participant checklist**

- Identify institutions, agencies, and others that host (or will host) PDA-approved programs.
- Verify with the program provider that sessions have advance approval from the PDA.
- Attend programs that fulfill core and elective categories.
- Sign the Verification of Attendance form at each session.
- Secure Verification of Hours form from the presenter.
- Keep two copies of each Verification of Hours form.
- When you have finished your 40 hours of instruction, submit these forms to the PDA:
  - Letter of application for certification
  - Verification of Hours forms
  - Written approval of any made-up class work