



WEA Academy

Program Provider Checklist

- Submit an Application for Approval form to the WEA Academy at least 30 days prior to the program along with the processing fee.
- Deliver the program.
- Hand out a Verification of Hours form to each participant at the conclusion of the session.
- Collect evaluations of each program and submit to the WEA Academy along with the Verification of Attendance forms.
- Complete Verification of Attendance form after each program and submit to the Academy within 30 days of completion of the program.