



**Directions:** Complete the form and submit to NCTRC via email, [nctrc@nctrc.org](mailto:nctrc@nctrc.org).

**Purpose:** To request NCTRC Credentialing Specialists to present a webinar to your students or organization.

## CONTACT INFORMATION

Name:

Organization/College/University:

Daytime Phone:

Alternate Phone:

Email:

## SESSION CONTENT REQUESTED

Certification Process (*students*)

Recertification and Specialization Area Designation (*CTRSs*)

NCTRC Overview of Services

Other:

Duration of Session:

Preferred Date/Time of Session:

Time Zone:

2nd Choice of Date/Time of Session:

Time Zone:

**TECHNOLOGY REQUIREMENTS:** Reliable internet connection and either a webcam and microphone, a webcam and phone, or a phone only.

Hosted by Organization/College/University—List web based, video conferencing program you intend to use:

Hosted by NCTRC using Zoom (<https://zoom.us>)

Signature (*handwritten or digital*)

Date

**IMPORTANT NOTES:** NCTRC recommends webinar requests be submitted to NCTRC no later than 30 days prior to the requested webinar date.

Completed NCTRC Webinar Request Forms will be reviewed by NCTRC staff and decisions will be emailed to the primary contact listed on this form. Please allow up to two (2) weeks for the request to be processed. NCTRC cannot guarantee that requests will be granted.