

**Louisiana State Board of Examiners for Sanitarians  
Request for Sanitarian Continuing Education Credit Form  
Individual Sanitarian**

Email to [janet.merritt@la.gov](mailto:janet.merritt@la.gov)

Or mail to: LSBES - 7515 Jefferson Hwy., Box 161 - Baton Rouge, LA 70806

**Prior approval is recommended.** Application and all supporting documentation should be submitted to the Louisiana State Board of Examiners for Sanitarians (LSBES) **30 days prior to attendance of /registration for course.** Post approval will be considered if the course materials and completion certificates/transcripts are submitted within 30 days of completion. This form and supporting documentation **MUST** be submitted for the course/credit to be reviewed. **Please send copies of all information. DO NOT submit originals**

Sanitarian License # \_\_\_\_\_ Address change? Yes ( ) No ( )

Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Phone # (\_\_\_\_)-\_\_\_\_-\_\_\_\_ Fax # (\_\_\_\_)-\_\_\_\_-\_\_\_\_ E-mail \_\_\_\_\_



Name of course/class \_\_\_\_\_

Date(s) \_\_\_\_\_ Time \_\_\_\_\_ Contact hours requested \_\_\_\_\_

Location \_\_\_\_\_

Instructor(s) \_\_\_\_\_

Instructor Address \_\_\_\_\_

Sponsoring Organization \_\_\_\_\_

Note: Sponsoring organization must be one of the following (please check appropriate box)

College/university ( ) Regional/state organization ( ) State/federal government ( ) other ( )

**Attach the following information:**

- If submitted after completion of course submit a copy of course completion certificate or certified transcript (if college credit class)
- Description of course content, including time allotted to each activity
- Qualifications of instructors
- Any other information which might assist in us approving the course (brochures, schedules, conference programs etc.)

  X   \_\_\_\_\_   X   \_\_\_\_\_  
 Signature Date Sponsor Signature (if applicable) Date

**Within 30 days of receipt of this application, we will return this form to you. Retain a copy of this form with the course completion certificate/copy of transcript for five years so that it will be available in the event of an audit.**

Louisiana State Board of Examiners for Sanitarians – Official Use Only			
Date Received	Date Approved	Number of Hours Approved	Approved By: