New/Changed Course
Time Allotment Explanation

To be submitted with your Application for Certification of Correspondence Courses

☐ **New Course** ☐ **Changed Course:**

- ☐ **Subjects added**
- ☐ **Hours increased**
- ☐ **Other (please explain):** _____

Title of Course: _____

Total number of hours being requested for the course: _____

In the table below, please provide a breakdown of the self-study time that is being allotted for each subject, quiz, examination, etc. pertaining to the course. Providing an explanation as to how the total number of hours for the requested course was determined.

Item Description (subject name, quiz, examination, etc.)	**Time allotted**
TOTAL HOURS	

List of Courses Updated to Current Tax Law

(ONLY list courses which have been previously approved by the Board)

Please Note: If you wish to request ***additional*** hours for a course that has previously been approved by the Board you will need to submit a "New/Changed Course Time Allotment Explanation" form.

Please list courses in alphabetical order – Thank You.

Course Title & Previous Title ***(if changed from last year)***	**Hours**

Copy form if additional space is needed to list all updated courses **Page ___**