



## **Special Event/Conference Application PQAS Policies**

### **Special Event/Conference Application:**

This application may be submitted by an approved Professional Development Instructor or an approved PQAS Organization to apply for a special event/conference approval.

Items required for review include the Special Event/Conference Application, Presenter Spreadsheet, Bio/Resume for each presenter, and a Course Overview for each session being provided by a non-approved PQAS instructor. It is the responsibility of the contact person to submit the conference for course approval in the PD Registry. Once the conference has occurred, you will have two weeks to complete all necessary documentation in the system.

Applications must be submitted within 60 days of the conference. It is recommended that if the special event/conference contains more than five instructors and/or sessions, the application should be submitted at least 90 days prior to the conference.

### **Temporary PQAS Approval:**

This application may be used for instructors who aren't PQAS approved. Individuals who have let their PQAS expire or have been denied, will not qualify for a temporary approval.

### **Exclusions:**

Some exclusions apply to Special Event PQAS approval including, but not limited to, the Specialty Discipline topics of: Fire Safety, Pediatric First Aid/CPR, Water Safety, and Mandated Reporting.

These topics may be included in a Special Event if the instructor is individually PQAS approved for that topic.

### **Receipt Verification:**

When you submit your special event/conference application via email to [pqas@pakeys.org](mailto:pqas@pakeys.org), you will automatically receive a response that we have received your email. You will receive notification via email once your special event/conference application is approved or if we need additional information.