

# SUMMARY OF TRAINING HOURS FORM

## General Management Training

**Requirement:** 100 classroom hours of training, not more than 25 hours in one subject area. Examples of general management training that qualify: principles of management, finance, organizational behavior, budgeting, community development, human resources, computer systems, MIS applications, business communications, public speaking, and so forth. This list is NOT inclusive; other training may meet the general management training requirement. Note: One semester hour of college credit equals 15 classroom hours; one continuing education unit (CEU) equals 10 hours. Use of a Masters degree to satisfy general management training can have been earned more than 10 years ago. Complete a Training Submissions Form for each item on this sheet. Remember each entry requires proof of attendance and number of classroom hours/CEUs or college hours.

	TITLE OF TRAINING COURSE	TOTAL HOURS
SUBJECT AREA _____ _____		
SUBJECT AREA _____ _____		
SUBJECT AREA _____ _____		
SUBJECT AREA _____ _____		
SUBJECT AREA _____ _____		
SUBJECT AREA _____ _____		
SUBJECT AREA _____ _____		
<b>TOTALS:</b>		

- Please insert Training Submission Forms in the order they are reported on this form, with documentation behind each Submission as they are presented. If you are using a second college degree (different than the one that fulfills the Education Requirement), attach a transcript.
- If additional room is needed, you may submit a supplemental form. This form can be downloaded from [www.iaem.com](http://www.iaem.com)