

TEMPORARY CEC application procedure

Conference organizers / Education series organizers

Until the credit card processing issues are resolved, payment for CEC application review and eblasts must be made by e-transfer and submission of required documents must be made via email.

Procedure

1. Make payment / e-transfer
 - details to make the transfer can be found on the bottom of page 1 of the application form
 - details for application fees can be found here [CEC application](#) under *For Conference Organizers* or *Unrecognized Educational Sessions*
2. Email to info@cbgc-cccg.ca AND cec@cbgc-cccg.ca
Subject: **CEC application for <conference name> / PAYMENT**
Please include
 - Completed payment [form](#)
 - *Organizers* - Please indicate in the body of the email if you are requesting a rush, urgent or extra eblast in your payment
 - Screenshot of e-transfer confirmation
3. Email to cec@cbgc-cccg.ca
Subject: **CEC application for <conference name> / DETAILS**
Please include:
 - All relevant / required conference/education series details for the CEC committee to review
 - Please complete the information below and include in your email
 - **Contact Name:**
 - **Address:**
 - **Phone number:**
 - **Email:**
 - **Program Title:**
 - **Program Sponsor:**
 - **Application Type:** <Conference Organizer or Individual Course Attendee>
 - **Dates of Program:**