April 26, 2021

CONFERENCE ORGANIZER

ADDRESS

CITY

POSTCODE

**Re: Applying for CBGC Continuing Education Credits for the [year/ name of conference]**

Dear CONFERENCE ORGANIZER,

I will be attending the [NAME OF ACTIVITY/CONFERENCE] on [DATE OF EVENT] in [CITY]. As a Canadian Certified Genetic Counsellor I am required to collect continuing education credits (CECs) in order to maintain my certification, which I collect from attending educational activities such as [NAME OF ACTIVITY/CONFERENCE].

The Canadian Board of Genetic Counselling offers the option for educational event organizers to apply for ‘pre-approval’ of CECs. This option allows attendees who are Canadian Certified Genetic Counsellors to earn CECs free of charge, rather than each applying individually. The fees (listed in Canadian dollars) are outlined below. It takes only 5 minutes to submit an online application for CECs for your conference; this can be completed here: [www.cbgc-cccg.ca/?page=10](https://www.cbgc-cccg.ca/?page=10)

|  |  |
| --- | --- |
| **Standard Fee** for conferences occurring 3 months away or greater | $100.00 |
| **Rush Fee**for conferences occurring fewer than 12 weeks but more than 4 weeks in advance of event | $150.00  |
| **Urgent fee**for conference occurring in less than 4 weeks | $200.00  |

The availability of CECs will make your conference more appealing for CCGCs and has the potential to increase your conference's attendance. Therefore, I invite you to consider applying for CEC pre-approval for this conference.

Kind regards,

[GENETIC COUNSELLOR]