

TO: Nancy Berlin, Access Intelligence
FROM: Gina Throneberry, BASC Executive Director
RE: CASC Administrator Education Units Provider
DATE: December 5, 2018

Thank you for submitting your agenda for your upcoming 2019 OR Business Management Conference that will be held January 27 – 30. After careful review of your agenda, we are pleased to approve 16.50 contact hours.

Your provider number is #1301.

As an AEU Approved Provider, you must:

- Abide by BASC policies and procedures.
- Use the following specific language in flyers or advertisements: “This program is approved for 16.50 hours of AEU credits by BASC Provider #1301.” (The content areas in which AEU’s may be claimed for CASC recertification may also be stated.). No other statement may be made regarding AEU’s or BASC in advertising or flyers.
- Monitor attendance during the meeting.
- Maintain records of attendance for at least four years and agree to provide access to these records if requested by BASC.
- Provide attendees course objectives and use course objectives to evaluate how well objectives were met.
- Provide attendees with a certificate or other proof of attendance listing your BASC Provider number within 90 days of completion of the course free-of-charge.
- Provide AEU’s only for programs meeting criteria established by BASC.

If you have questions, please contact BASC at 703.836.4871.