

Handbook Updates – October 2020

(Processing Out of State Students and Consultants)

Page 5 - Accrediting Chairmen

Insert following paperwork: “Rosters containing entries for student and consultants residing outside the event state must be forwarded to the Accrediting Chairman responsible for that state to facilitate the completion of Forms 6 and 7 and Consultant and/or Refresher Cards as appropriate.”

To Read:

- Receive from State Chairman Roster Summary (Form 5-2020), Application for Accreditation (Form 6-2020) and/or Consultant Refresher Accreditation Application (Form 7-2020), if applicable, and check upon completion of each course or refresher.
 - Review and approve all paperwork
 - Rosters containing entries for student and consultants residing outside the event state must be forwarded to the Accrediting Chairman responsible for that state to facilitate the completion of Forms 6 and 7 and Consultant and/or Refresher Cards as appropriate.
 - Email the approved/signed forms to NGC Schools Secretary and mail check to Schools Secretary. Issue Consultant and Refresher Cards, maintain consultant records (ES database, LDS card files, GS working towards completed databases)

Page 22 - Form 5-2020 Course Roster & Summary Form for ES, GS & LDS

Insert following new last bullet;

- The Accrediting Chairman will forward Rosters (Form 5-2020) containing entries for student and consultants residing outside the event state to the Accrediting Chairman responsible for that state to facilitate the completion of Forms 6 – 2020 and 7-2020 and Consultant and/or Refresher Cards as appropriate.