



## K Application for TOI Voluntary Certification

Certification credit will be awarded to participants attending educational programs that focus on job-related information. Time spent during the program on organizational issues or welcome addresses will not count toward certification hours.

### Instructions

1. If you attend an educational program where certification forms are not available, please complete the following information.
2. Attach a copy of the program and/or the certificate of participation.

Mail to: TOI  
3217 Northfield Dr.  
Springfield, IL 62702  
Or fax to: 217-744-7419

3. Credit will be given for all educational programs consisting of one half hour or more of instruction.

Any questions, contact Kayla at 866-897-4688 (toll free) or [kayla@toi.org](mailto:kayla@toi.org)

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Name \_\_\_\_\_

### Please Mark One:

Supervisor \_\_\_\_\_ Clerk \_\_\_\_\_ Trustee \_\_\_\_\_ Highway Commissioner \_\_\_\_\_

Assessor \_\_\_\_\_ Tax Collector \_\_\_\_\_ Other \_\_\_\_\_

Address, City, Zip \_\_\_\_\_

County, Township \_\_\_\_\_

Daytime Phone, Fax Numbers \_\_\_\_\_

Email Address \_\_\_\_\_

Event: \_\_\_\_\_ Date: \_\_\_\_\_

Location: \_\_\_\_\_ Total Credit Hrs. \_\_\_\_\_

You will be awarded a certificate after you have completed 10 hours in workshops for professional development.