



Elite Balloon Instructor

Activity Completion Form

Each activity submitted for CEU credit must be accompanied by a separate, completed Elite Balloon Instructor Activity Completion Form and the required appropriate supporting documentation. The Elite Balloon Instructor Board of Review will not solicit activity verification or documentation on a candidate's behalf. Numerous examples of acceptable documentation are listed below. All documentation must include applicant's name and must verify both the nature of the activity and the activity's inclusive dates.

Applicant's name: _____

Activity Category: _____

Activity Completed: _____

Hours Spent Completing Activity: _____

Please check documentation included and attach documentation to this form:

____ Graduation / completion certificate

____ Copy of student / instructor / DPE logbook entries

____ Grade report / test results Class roster, contract, pay stubs, etc.

____ Course syllabus / course outline

____ Copy of authored material Committee / board meeting minutes

____ FAA/industry forms (FAA forms 8710, etc.)

____ Chief CFI / manager signoff Receipts / invoices

____ Verification letters / e-mails *

____ Other, specify:

____ Sponsor Verification Statement (see below)

*** Have verification letters / e-mails sent to applicant and include a copy with portfolio**

Activity Sponsor Verification Statement: In lieu of attaching the required supporting documentation, have the agency or individual sponsoring this activity complete the following verification statement: **(NOTE: Elite Balloon Instructor candidates may not sign themselves off in the section below.)** I hereby certify that to the best of my knowledge and belief all information on this form as submitted is true, correct, and complete.

Sponsor:

Officials Name and Title:

Address:

City/State:

Email Address:

Signature: