



**CITY OF SAINT PAUL**  
**TRUTH IN SALE OF HOUSING PROGRAM**  
**CONTINUING EDUCATION CREDIT REQUEST**

**Please submit this form and your completion certificate via:**

Email: [TruthInHousing@ci.stpaul.mn.us](mailto:TruthInHousing@ci.stpaul.mn.us)  
 Fax: 651-266-1919  
 Mail: 375 Jackson, Suite 220,  
 ATTN: Truth-in-Sale of Housing  
 St. Paul, MN 55101

<b>Application Date:</b>	
<b>Evaluator Name:</b>	
<b>Class/Lecture/Seminar Attended:</b>	
<b>Sponsored by:</b>	
<b>Location:</b>	
<b>Instructor/Speaker:</b>	
<b>Date(s) and Time(s):</b>	
<b>Relevance to the St. Paul TISH Program:</b>	
<b>Credit Hours applied for:</b>	
<b>Credit Hours approved/denied:</b>	
<b>TISH Representative: (Signature)</b>	
<b>Approval/Denial Reason:</b>	
<b>Approval/Denial Date:</b>	
<b>Evaluator yearly credit update:</b>	<b>/18</b>

**Denial of Credits and Appeals (General or St Paul Specific):**

- Denial of CE requested credits may be made for all or a portion of submitted credits. Lack of pre-approval may result in denial of any credit.
- All submitted credits may be denied if the subject matter is deemed irrelevant to the Truth-in-Sale of Housing program in Saint Paul, or the instructor does not meet the professional standards criteria.
- There may be a partial denial, on a percentage basis, if part of the submitted request does not meet the subject matter criteria. City Staff will make a determination of the number of units to accept or deny based upon the information submitted. Credits may be adjusted after an initial determination upon the presentation of further information by the evaluator.
- If an evaluator disagrees with the City Staff's determination of credit hours to be approved the evaluator may appeal that decision to the Truth-in-Sale of Housing board, no later than the board's first (January) quarterly meeting in the year immediately after the year in which the education was received.

**Attach Certificate of Attendance/Completion to this Document**

Reminder: All Continuing Education Credits must be completed before year end.  
 (you must submit this request within 30 days of the qualifying event)