

**REQUEST FOR ALTERATION OF TIME IN WHICH TO**  
**COMPLETE CONTINUING EDUCATION**

*[This form is provided for the assistance of GALs wishing to request an alteration of time in which to complete continuing education credits. As an alternative to the use of this form, GALs requesting such approval may submit any other writing that provides the information required by Gal 403.01 (m). GALs certified before September 15, 2007 who are seeking their first period of renewal and are considering the filing of a request to alter the time in which to complete continuing education credits should consider whether they may be eligible for the one-time continuing education waiver of Gal 401.11. A form to request that waiver is available from the Board]*

1. Name of person making request: \_\_\_\_\_

2. Is this request for an alteration of the time in which to complete continuing education credits due to circumstances which were or are beyond your control?

Yes  No

3. A. Is this request for an alteration of time in which to complete continuing education credits due to a mistaken belief as to the requirements of Chapter Gal 400?

Yes  No

B. If you answered “yes” to question 3.A. above and this request is due to a mistaken belief as to the requirements of Chapter Gal 400, have you ever previously submitted any request to the Board in which you claimed a mistaken belief as to the requirements of that chapter?

Yes  No  Not applicable  
*[Select this item only if you answered “no” to question 3.A. above]*

4. Please explain the reasons that you believe an alteration of time in which to complete continuing education is necessary, including in your answer the reason(s) you believe that you are unable to complete the required number of continuing education credits within the applicable time period *[Attach additional pages as needed]*:

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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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5. Please specify the length or nature of the alteration of time requested:

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**Please Note:**

*The standards and rules applicable to requests for alteration of time in which to complete continuing education credits are set forth at Gal 403.01 (m) through (p). Consult rules for requirements. Generally, the rules provide that a GAL who is granted an alteration of time in which to complete continuing education will be deemed temporarily certified if to do so is necessary in order to avoid a denial of certification on the basis that the person has failed to fulfill continuing education requirements and if the GAL is otherwise qualified. See Gal 403.01 (n). Such temporary certification will remain in effect only for the altered time period allowed by the Board. See Gal 403.01 (o).*

***GALs allowed additional time in which to complete continuing education requirements must submit to the Board written documentation, as described in Gal 403.08 (b) (1) through (8) and (10), of the completion of those credits on or before the close of the period of extension. See Gal 403.01 (p). A form is available from the Board for the provision of that information.***

6. Date and Signature.

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

Signature: \_\_\_\_\_

Name in Print: \_\_\_\_\_