How to Find eForms for Training Requests

If you do not have an account already created on Kentucky Online Gateway, you will need to create one at: https://dep.gateway.ky.gov/eForms/Account/Home.aspx

Once you have created your account, you will click on Forms in the heading bar.

Then, under list of available forms, enter DCA in the search box to bring up our eForms. You will click the plus sign next to the form you want to submit.
Form Descriptions

- **DCA Application for Approval of Course for Continuing Education Credit:**
  This application is used to request approval for continuing education classes. (Certified Training Provider Program participants do not use this form.) There is a fee associated with this form, the fee is based off the number of credit hours requested.

- **DCA Application for Certified Training Provider:**
  This application is used to request approval to participate in the Certified Training Provider program. There is a $2,000 fee associated with this application.

- **DCA Certified Training Provider Course Submittal Form:**
  This application is for those participating in the Certified Training Provider program to request approval of their courses. No fee associated with this form.

- **DCA Continuing Education Activity Report:**
  This form is used to submit continuing education credit hours for classes that have been approved by the cabinet.

- **DCA Extension Request for Approved Continuing Education Course(s):**
  This form is used when courses are set to expire and you need to request an extension of the courses. There is a $15 fee per class associated with this form.

In the heading bar on your dashboard you can track the status of your applications. You are able to see if any have been returned with discrepancies or needing additional info. Side note: Incomplete forms cannot be deleted at this time.