

# CONTINUING EDUCATION WORKSHEET

- , Keep this worksheet for your records!
- , Do not send to the board office!
- , Attach your CE certificates to the worksheet - file the worksheet and certificates in a safe place!
- , Keep this worksheet and certificates for **3 years** after you report them on your renewal application!

TITLE OF PROGRAM	ACPE I.D.#	(1) DATE ATTENDED IF LIVE PROGRAM	(2) DATE COMPLETED IF CORRESPONDENCE COURSE	NUMBER OF CONTACT HOURS
<b>TOTAL HOURS</b>				

- (1) **If you attended a live program**, the completion date is the date that you attended the program.
- (2) **If you participated in a correspondence course**, these courses are not complete until you receive a certificate of completion from the provider with a dated certifying signature. You must use the date of the certifying signature as the date of completion for the CE course.