

External Continuing Education Verification Form

Instructions:

Individuals seeking approval of continuing education from external sources must complete this form and submit it along with a course completion certificate and a copy of the course agenda or other documentation that clearly indicates the topics covered in the training and the number of training hours. Sign at the bottom of the form, send the original with support documentation to NCHCEC and retain one copy for your files.

List of Professional Development Courses and Workshops Completed for Continuing Education Hours*

Name of course	Sponsor	Cost	Format (In-Person, Online)	Location & Date	Continuing Education Hours* (Total # of hours of the course/workshop)
		\$			
		\$			
		\$			
		\$			
		\$			
		\$			
		\$			

With this signature I affirm that all of the above statements are true to the best of my knowledge.

Signature

*Continuing Education Hours are subject to verification. Use additional pages if necessary.