



CONTINUING EDUCATION (CE) SUBMISSION FORM

Certificants earn continuing education units (CEUs) for attending seminars, completing courses and other educational activities. You can submit CEUs online at <http://my.bocusa.org> and keep this document for your records. If you cannot submit CEUs online, complete and submit this form, along with the documentation listed below, by email to CE@bocusa.org, fax to 410.581.6228, or send to our mailing address provided in the top right corner of this page, attention "Continuing Education."

Name: _____ Professional #: _____

Activity Sponsor/Author/Presenter: _____

Activity Name/Title: _____

Location: _____

Date(s) of course: _____ Total CEUs: _____

Required Documentation

Along with this application, submit documentation providing proof of the number of continuing education units (CEUs) for which you are applying, **and** proof of attendance or completion of the activity. Please note that both requirements may be satisfied with a single document. If this documentation is unavailable, you must attach a written statement that describes the content and subject matter of the activity, **and** which explains how the activity satisfies CE activity requirements. For more information regarding CE requirements, please refer to the *BOC Recertification Program Policy*, available on our website at http://www.bocusa.org/files/recertification_policy.pdf.

1. Proof of Number of CEUs Earned (please check one of the following and keep it for your records or attach it to this form if not submitting online)

- Copy of your certificate, continuing education report or similar document issued by the activity sponsor or a national certifying body indicating the number and categories of CEUs that the sponsor designates for the activity;
- Copy of an activity program or agenda published by the activity sponsor that indicates the times during which the activity was conducted; or,
- Letter prepared and signed by activity sponsor, presenter or other authorized representative of the activity that indicates the number and categories of recommended CEUs related to participation in the activity.

2. Proof of Attendance or Completion of Activity (please check one of the following and keep it for your records or attach it to this form if not submitting online)

- Copy of a certificate, continuing education report, activity program materials, or other documents distributed by the activity sponsor or a national certifying body, which identifies you as a participant in the activity;
- Letter prepared and signed by an authorized representative of the program, sponsor, or presenter, attesting to your participation in the activity; or,
- Copy of the publication, advertising literature referring to the publication, or other materials published by the author or publisher, which identifies the specific title, author and publisher of the publication, **and** a written statement, prepared and signed by you, which provides a 250-500 word summary of the publication. (Only permitted for activities consisting of independent study of professional or educational publications).

I attest that I attended and/or completed the above activity and request that the hours be applied toward my CE requirements.

Signature: _____ Date: _____