



**cce**

CENTER FOR  
**CREDENTIALING  
& EDUCATION™**

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**IMPORTANT CONTINUING EDUCATION POLICY CHANGE**

It has come to the attention of the CCE Board of Directors that, although most continuing education providers offer a certificate of attendance at no additional cost, some do require a certificate fee for this service. CCE credential holders who do not wish to pay to obtain a certificate may use this form to document continuing education hours. This form may also be used in cases where the sponsor does not provide documentation of attendance. Please read the form carefully before using it. Copy it as needed. New forms may be downloaded from the CCE Web site. Completed copies of this form and the other required documents should be placed in your CCE Continuing Education File folder and kept on file to present to CCE if you are selected for audit.

**CONTACT HOUR VERIFICATION FORM**

COPY AS NEEDED

1. Name of continuing education activity: \_\_\_\_\_

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

2. Location: \_\_\_\_\_ Phone number of sponsor: \_\_\_\_\_

3. Number of clock hours of training or instruction (not including meals): \_\_\_\_\_

4. Sponsoring organization: \_\_\_\_\_

Address: \_\_\_\_\_

E-mail address: \_\_\_\_\_

\_\_\_\_\_  
Participant's Name (please print)

5. *I attest that the above-named person attended this continuing education activity.*

Signature of verifying person: \_\_\_\_\_

Please check one:  Person from sponsoring Organization  Supervisor  
Supervisor, please include phone number: \_\_\_\_\_

6. Checklist of other REQUIRED documentation:

\_\_\_ copy of program or agenda (for single session program)

**OR**

copies of the front page and other appropriate pages of the program booklet from a multiple session conference reflecting the sessions attended. (Sessions attended should be highlighted.)

\_\_\_ copy of registration form or other proof of attendance.

*I attest that the above information accurately reflects my attendance at the stated activity.*

\_\_\_\_\_  
Signature of Participant

\_\_\_\_\_  
CCE Certification *and* Certification #

\_\_\_\_\_  
Date

revised July 2007