



## 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](mailto:CE@bocusa.org), fax to 410.753.8809, 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](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).

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

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