

CONTINUING EDUCATION REPORT FORM

Please provide the requested information for Continuing Education hours earned and submit with your renewal fee. OFRC requires **20 hours** of CEU's in a fiscal year (July 1-June 30). You will be notified if you are to submit verification material for an audit. **Keep the verification material on file for four (4) years.**

DATE _____

NAME _____
Please Print

TOTAL CLOCK HOURS _____

SIGNATURE _____

APPROVED BY AUDIT _____
For Office Use Only

Be advised that your Continuing Education Report may be audited and any fraudulent submission will result in disciplinary action against you.

Please use the Continuing Education Record Sheet to document each of the presentations that you are claiming for Continuing Education. You will then record the total Continuing Education Record hours on the above Continuing Education Report Form. You may make additional copies of the Continuing Education Record Form for your use.