

# Continuing Education Attendance Form

National Environmental Health Association

**ALL STEPS MUST BE COMPLETED**

## FOR NEHA USE ONLY

Name of Program: 40 or Below – National Food Safety Education Month 2015

Location: Webinar

Dates: 9/2/15

Total Number of NEHA Authorized CE Contact Hours: 1.0

### STEP 1. Name and Address of Applicant

Name: \_\_\_\_\_ Date Completed Training \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Email: \_\_\_\_\_

NEHA Membership Number (if applicable): \_\_\_\_\_

NEHA Credential ID Number (if applicable): \_\_\_\_\_

### STEP 2. Competencies

Please list the new competencies you have developed.

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### Step 3. Total CE Hours

Number of Hours attended: \_\_\_\_\_

(-) Breaks/Lunches: - \_\_\_\_\_

(-) Dinners: - \_\_\_\_\_

(-) Business Meetings - \_\_\_\_\_

Total CE Hours: = \_\_\_\_\_

### Step 4. Attendance Verification (Representative from Pre-Approved CE Program, please sign below)

ATTENDANCE VERIFICATION SIGNATURE: \_\_\_\_\_

### Step 5. CE Fees

I am credentialed with NEHA, there is no charge (please see other side of form for submission instructions)

I am not currently credentialed with NEHA, there is a \$7.50 charge per CE Submission (please see other side of form for submission instructions)

#### Method of Payment (if applicable):

Check or Money Order payable to NEHA

Visa or Mastercard

Card Number: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

## Step 6. Submission Instructions

### 1. If you are credentialed with NEHA:

- ✓ Please submit your continuing education online using the CE online Submission process at: <http://www.neha.org/CEweb/CE.asp>
- ✓ Log in with your last name and NEHA Credential ID Number
- ✓ Complete the online submission form
- ✓ Retain this form for your records. In the event you are audited this form will serve as your proof of attendance.

### 2. If you are currently not credentialed with NEHA:

- ✓ Please submit this completed form along with the appropriate fee (\$7.50 per submission) to:

National Environmental Health Association  
Attn: Continuing Education  
720 S. Colorado Blvd., Ste. 1000-N  
Denver, CO 80246  
Phone: (303) 756-9090 ext. 337 or ext. 339  
Fax: (303) 691-9490  
Email: [credentialing@neha.org](mailto:credentialing@neha.org)

