

Reporting Missing or New CCA Board Approved CEU's

Use this form to report any missing or new CCA Board Approved CEU's that were held more than one month prior to the date on your last statement.

(Please Print)

Name: _____ **Today's Date:** _____

CCA Certification Number: _____ **Board Certified by:** California

Fax to: (916) 928-0705

Or Mail to: California CCA/ 2300 River Plaza Drive, Suite 120 / Sacramento, CA 95833

Please provide the following information. Any missing information will delay and/or prevent the necessary changes from being made.

(Please Print)

1. Meeting Title: _____

CCA Meeting #	Date Held	State Held	CEU's Offered (Amount by category)			
			-NM	-SW	-IPM	-CM

2. Meeting Title: _____

CCA Meeting #	Date Held	State Held	CEU's Offered (Amount by category)			
			-NM	-SW	-IPM	-CM

3. Meeting Title: _____

CCA Meeting #	Date Held	State Held	CEU's Offered (Amount by category)			
			-NM	-SW	-IPM	-CM

4. Meeting Title: _____

CCA Meeting #	Date Held	State Held	CEU's Offered (Amount by category)			
			-NM	-SW	-IPM	-CM

5. Meeting Title: _____

CCA Meeting #	Date Held	State Held	CEU's Offered (Amount by category)			
			-NM	-SW	-IPM	-CM

See back of form for instructions on filling out form.

CEU SELF REPORTING FORM

Instructions

- I. Check for the number of self reported CEUs allowed by your local board. DO NOT USE SELF REPORTED FORM if your local board requires all courses to be approved by the board.
- II. Activities eligible for CEU credit are: Short courses, workshops, clinics, conferences, symposia, seminars, field days, college courses, or others, as established by your local board.
- III. This form is subject to audit by the local board. If you are audited you will be requested to provide documentation of your attendance. Registrants should keep on file documentation such as meeting agendas.
- IV. Submit a separate form for each meeting, workshop, or course you are claiming credit.
 1. Enter your first name, middle initial and last name.
 2. Enter your certification number and the board you are certified by. If your certification number has 4 digits, you must add a leading zero to make it a five digit number or your submission will fail.
 - 3a. Select the competency area(s) that best describes the meeting you attended.
 - 3b. Credits - For each competency area, enter the number of CEUs you are claiming. One hour = one CEU. Round off to the nearest one-half hour. Use the following guidelines:

<u>Class Time</u>	<u>No. of CEUs</u>
30 to 45 minutes	= 0.5 CEUs
46 to 75 minutes	= 1.0 CEUs
76 to 105 minutes	= 1.5 CEUs

4. Enter the meeting title
5. Enter in the meeting location (city and state/province).
6. Enter in the date you attended the meeting.
7. Submit the form. (Note: Providing false information is a violation of the CCA Code of Ethics and may cause the revocation of your CCA status.)