

Continuing Education Attendance Form

National Environmental Health Association

ALL STEPS MUST BE COMPLETED

FOR NEHA USE ONLY

Name of Program: FDA Pacific Regional Retail Food Seminar

Location: Reno, NV Dates: September 20-22, 2016

Total Number of NEHA Authorized CE Contact Hours: 16.5

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

