



## Department of Public Safety Standards and Training Private Investigator Licensing Program

4190 Aumsville Hwy SE, Salem, OR 97317

Phone (503) 378-8530 Fax (503) 378-4600

E-mail: [DPSST@state.or.us](mailto:DPSST@state.or.us)

[www.dpsst.state.or.us](http://www.dpsst.state.or.us)

# Recordkeeping Form

Return this form to DPSST with the Continuing Education Summary form

Instructions: Please use this form to record your participation in Continuing Education (CE) programs. Use a separate form for each CE program (make as many copies as you need). You should attach the program brochure or agenda for later reference. Retain this form and attachments to assist you in preparing your Compliance Form at the end of your two-year compliance period (the date your license is due for renewal).

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

Name: \_\_\_\_\_

License Number: \_\_\_\_\_

Sponsor of the CE Program: \_\_\_\_\_

Title of the CE Program: \_\_\_\_\_

Location of CE Program: \_\_\_\_\_

### CREDIT CALCULATION

Full Credit. I attended the entire program and the total credits are: \_\_\_\_\_

Partial Credit: I attended \_\_\_\_\_ hours of the program and am entitled to \_\_\_\_\_ credits.\*

Comments:

\* One (1) CE credit may be claimed for each sixty (60) minutes of actual participation. Do not include registration, introductions or lunch breaks *during the time there is no speaker*. You are responsible for making appropriate adjustments for late arrival, early departure or other periods of absence or non-participation. If you attend only a portion of a program, submit the time actually in attendance, rounded *down* to the nearest quarter hour. For example, if you arrive at a six (6) hour program thirty (30) minutes late, and leave twenty (20) minutes early, you are entitled to receive five (5) credits.