

# Continuing Education Attendance Form

National Environmental Health Association

**ALL STEPS MUST BE COMPLETED**

## FOR NEHA USE ONLY

Name of Program: Keeping Children Safe from Foodborne Illness

Location: Online                      Dates: June 6, 2018

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

CVV Code: \_\_\_\_\_

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

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

## Step 6. Submission Instructions

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

- ✓ Log into your My NEHA account using your email address as your login ID.
- ✓ On the right side of the screen, look for " My Credentials and CEs". Then click on "Report CE Credits".
- ✓ Complete the Self-Report CE Credits 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. 310

Fax: (303) 691-9490

Email: [credentialing@neha.org](mailto:credentialing@neha.org)

