

Continuing Education Attendance Form

National Environmental Health Association

ALL STEPS MUST BE COMPLETED

FOR NEHA USE ONLY

Name of Program: **SQF International Conference 2018**

Location: **Atlanta, GA**

Dates: **October 23-25, 2018**

Total Number of NEHA Authorized CE Contact Hours: **16**

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: _____ CVV Code: _____

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

