



FLORIDA CERTIFICATION BOARD

1715 South Gadsden Street
Tallahassee, FL 32301
850-222-6314

To: Certified Professional
From: Amy Farrington, Director of Certification
Re: 2017 October Renewal – Continuing Education Unit (CEU) Audit
Date: November 1, 2017

Hello. The FCB has randomly selected you for CEU audit this year. To comply with the audit, please submit CEU documentation to the FCB for review and approval no later than December 31, 2017.

Requirement: 40 CEUs (20 CEUs per year). Twenty (20) CEUs should be dated between November 1, 2015 and October 31, 2016, and the second set of 20 CEUs should be dated between November 1, 2016 and October 31, 2017. Content must relate to a Child Welfare performance domain.

Approved Training: CEU hours must be delivered by an FCB recognized provider, which are:

- FCB-approved education providers
- Accredited academic institutions, or
- Providers of continuing education that are approved by state licensing boards and nationally recognized groups, such as NAADAC.

For additional information, please visit our website at flcertificationboard.org/resources/approved-education-providers/.

Eligible Documentation: Valid CEU documentation includes certificates of completion, official employer training transcripts, or college/university transcripts. CEU documentation must provide the following information:

- Applicant's Name
- Title of Course/training/educational event
- Event sponsor/provider
- Delivery date(s)
- Number of Contact Hours

Please send your CEU documentation to the FCB by hard copy mail: 1715 South Gadsden Street, Tallahassee, FL 32301; Fax (850) 222-6247; or email at admin_assist@flcertificationboard.org.

Please note: If you have not completed the required CEUs, please contact the FCB for additional direction. It is your responsibility to ensure that your CEU documentation has been received by the FCB. Failure to comply with the CEU audit may result in disciplinary action. Please verify receipt with the FCB.

Thank you for your cooperation. If you have any questions, please contact the FCB at 850-222-6314.