



FLORIDA CERTIFICATION BOARD

1715 South Gadsden Street

Tallahassee, FL 32301

850-222-6314

To: Certified Professional
From: Amy Farrington, Director of Certification
Re: 2018 October Renewal – Continuing Education Unit (CEU)
Date: Audit January 10, 2019

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 February 28, 2019

Requirement: 40 CEUs (20 CEUs per year). Twenty (20) CEUs should be dated between November 1, 2016 and October 31, 2017, and the second set of 20 CEUs should be dated between November 1, 2017 and October 31, 2018. 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 adminassist@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.



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**2018 CEU Audit
COVER SHEET**

Directions: Please complete this cover sheet and attach copies of supporting documentation. The FCB must receive your documentation no later than February 28, 2019.

You may submit this information to the FCB using any of the following methods.

- Email admin_assist@flcertificationboard.org, Subject Line: CEU Audit Documentation
- Fax Administrative Assistant at 850-222-6247, Subject Line: CEU Audit Documentation
- US Mail to FCB ♦Attn: Administrative Assistant ♦1715 South Gadsden Street ♦Tallahassee, FL 32301

Your Name: _____

Your Credential Name and Number: _____

Total # of CEUs Submitted: _____

of Pages of Supporting Documentation: _____

I understand that one of the conditions of certification is to complete the required number of continuing education units each calendar year. By my signature below, I attest that I completed all required CEUs for the credential(s) I am renewing and that all documentation submitted is true.

Signature

Date

Clearly print or download and type all requested information.

An electronic copy of this form is posted on the FCB website at <http://flcertificationboard.org/renewal/>

FOR FCB USE ONLY	
# Received _____	# Allowed _____
# Disallowed _____	# Pending _____
Staff Initials _____	Date: _____