



Florida Certification Board CE Audit Cover Sheet

DIRECTIONS

If you have been randomly selected for a renewal CE audit, please complete this cover sheet and attach copies of supporting documentation. The FCB must receive your documentation no later than the date specified for your renewal cycle indicated below:

March 31 st renewal date	June 30 th renewal date	October 31 st renewal date
CEs must be received by June 30th of the renewal year	CEs must be received by September 30th of the renewal year	CEs must be received by February 28th of the renewal year

Clearly print or download and type all requested information. You may submit this information to the FCB using any of the following methods:

Email admin_assist@flcertificationboard.org, Subject Line: CE Audit Documentation

Fax Administrative Assistant at 850-222-6247, Subject Line: CE Audit Documentation

US Mail to FCB – Attn: Administrative Assistant, 1715 South Gadsden Street, Tallahassee FL 32301

Section 1 – Contact and Credential Information.
Name:
Credential Name and Number:
Total # of CEs Submitted:
of Pages of Supporting Documentation:

Section 2 - Acknowledgement and Signature	
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 CEs for the credential(s) I am renewing and that all documentation submitted is true.	
Signature <i>(FCB accepts electronic and manual signatures)</i>	Date

An electronic copy of this form is posted on the FCB website at www.flcertificationboard.org under Education & Training, Continuing Education.