

Continuing Education Attendance Form

National Environmental Health Association

ALL STEPS MUST BE COMPLETED

FOR NEHA USE ONLY

Name of Program: Healthy Homes Assessment Principles and Practice 2017

Location: Various Dates: Various

Total Number of NEHA Authorized CE Contact Hours: 13.75

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:

- ✓ Please submit your continuing education online using the CE online Submission process at:
<http://www.neha.org/CEweb/CE.asp>
- ✓ Log in with your last name and NEHA Credential ID Number
- ✓ Complete the online submission 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

