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CONTINUING PROFESSIONAL EDUCATION (CPE) NON-STANDARD LEARNING FORM

Periodically, registrants participate in learning activities which do not comply with all applicable CPE requirements; for example, specialized industry programs offered through industry sponsors. Registrants who propose to claim credit for such learning activities may fill out this form to document the learning activity. Sponsored learning activities are measured by program length, with one 50-minute period equal to one CPE credit. For learning activities in which individual segments are less than 50 minutes, the sum of the segments should be considered one total program.

Please complete a separate form for each CPE activity you wish to claim credit for. If you attended several sessions as part of a single or multiple day conference, please submit one form. While not required, including supporting documentation with this form is helpful in verifying hours claimed. This can include items such as a syllabus, conference agenda, or confirmation of attendance.

Participant Name & Certificate # : _____

Total CPE Credits: _____ (Total Minutes Divided by 50 or # of CPE Credits awarded)

Activity/Conference Title: _____

CPE Sponsor/Organization: _____

Date: _____ Activity Duration: _____ Field of Study: _____

Multiple Sessions Attended: YES NO If yes, please list all sessions attended on Page 2 of this form.

Delivery Method: In-Person _____ Webinar/Webcast: _____ Self-Study: _____ Other: _____

I certify the above listed participant was in attendance at the above activity.

Instructor, CPE Sponsor, or Supervisor Name: _____

Signature: _____ Date: _____

I certify that the above information is true and correct and that I am claiming credit only for time I was in attendance at the above activity.

Participants Signature: _____ Date: _____

Sessions (if applicable). You may attach a syllabus/agenda in lieu of completing this section.

Title: _____ Time: _____ Field of Study: _____

Title: _____ Time: _____ Field of Study: _____

Title: _____ Time: _____ Field of Study: _____

Title: _____ Time: _____ Field of Study: _____

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