

## PSCBW CPP Recertification Application

### Record of Continuing Education Hours (CEHs) Completion

1. Please photocopy or print this blank form, if you need additional pages.
2. Please list a minimum of twenty (20) hours of Alcohol, Tobacco and Other Drugs (ATOD) Prevention Education AND a minimum of twenty (20) hours of General Prevention Education for a minimum of forty (40) total hours.
3. Attach a proof of attendance (i.e. transcripts with course description, certificates and/or Affidavits of Attendance) for each listed training/event.
4. Keep a copy of this completed form and attachments for your records.

<b>NAME:</b>		<b>CPP #:</b>		<b>DATE SUBMITTED:</b>			
Title of Training/Other Event Where CEHs Were Obtained		Dates & Locations of Training/Events		Attendance Verification C: Certificate T: Transcript O: Other A: Affidavit	ATOD Prevention Education (20 Hours)	General Prevention Education (20 Hours)	TOTAL Hours
				<b>TOTALS:</b> (This page)			

**PSCBW CPP Recertification Application**

**Record of Continuing Education Hours (CEHs) Completion - Page 2 (if needed)**

Use this page to continue to list additional training/other events. This form is also listed as an individual file you can download from the Forms Master List on the PSCBW website: <https://www.pscbw.com/forms-list>

NAME:		CPP # :			
Title of Training/Other Event Where CEHs Were Obtained	Dates & Locations of Training/Events	Attendance Verification C: Certificate T: Transcript A: Affidavit O: Other	ATOD Prevention Education (20 Hours)	General Prevention (20 Hours)	TOTAL Hours
<b>TOTALS:</b> (This page)					

**PSCBW CPP Recertification Application**

**Record of Continuing Education Hours (CEHs) Completion - Page 3 (if needed)**

Use this page to continue to list additional training/other events. This form is also listed as an individual file you can download from the Forms Master List on the PSCBW website: <https://www.pscbw.com/forms-list>

<b>NAME:</b>		<b>CPP #:</b>			
<b>Title of Training/Other Event Where CEHs Were Obtained</b>	<b>Dates &amp; Locations of Training/Events</b>	<b>Attendance Verification C: Certificate T: Transcript A: Affidavit O: Other</b>	<b>ATOD Prevention Education (20 Hours)</b>	<b>General Prevention (20 Hours)</b>	<b>TOTAL Hours</b>
<b>TOTALS: (This page)</b>					

**PSCBW CPP Recertification Application**

**Record of Continuing Education Hours (CEHs) Completion - Summary Page**

<b>NAME:</b>			<b>CPP #:</b>	
<b>PAGES</b>	<b>ATOD Prevention Education Hours (20 Hours)</b>	<b>General Prevention Education Hours (20 Hours)</b>	<b>TOTAL HOURS</b>	
<b>Totals from Page 1</b>				
<b>Totals From Page 2 (If applicable)</b>				
<b>Totals from Page 3 (If applicable)</b>				
<b>GRAND TOTALS (All Pages)</b>				

I attest that I have completed all required documentation for CPP Recertification with accurate and up-to-date information. They have been uploaded to my personal folder on the PSCBW Google Drive for submission and review.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**NOTE:** Refer to the instructions on how to sign in Adobe Reader on the PSCBW website at: [pscbw.com/forms-list](http://pscbw.com/forms-list).