Conference Continuing Education Hours (CEHs) Category Assignments Worksheet

To assist with determining the eligibility of your conference workshops and to correctly attribute them to the right category of training, please complete this worksheet and attach the documents listed below.

Name of Conference: _____

Location of Conference: _____

Date(s) of Conference: _____

Attendance Verification Documents Submitted:

- ☐ Certificate(s) and/or Letter of Attendance
- ☐ Conference Workshop Program with Individual Workshop Content Descriptions

Workshops Attended (Use additional forms to list all workshops if needed)

#	Workshop Title	# of CEHs	Category	Category Revision (Board Use Only)
			Select one.	Select one
			Select one.	Select one
			Select one.	Select one
			Select one.	Select one
			Select one.	Select one
			Select one.	Select one
			Select one.	Select one
			Select one.	Select one
			Select one.	Gen DEI
			Select one.	Select one
			Select one.	Select one

Category Assignments: ☐ **Accurate** ☐ **Needed Board Revision**

Date of Board Review Approval: _____