



Continuing Education (CEs) Hours Proforma

Guide to completing CE record log

<p>Examples of learning method</p> <ul style="list-style-type: none"> ● Online learning ● Course attendance 	<p>What was the topic?</p> <p>Please give a brief outline of the key points of the learning activity, and how it is linked to your scope of practice.</p>
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Please provide the following information for each learning activity, until you reach **40 hours of CEs** (of which 20 hours must be on SUD-related matters specific to the area of credentialing (e.g. Prevention, Treatment, or Recovery/Support)). For examples of the types of learning activities you could undertake, and types of evidence you could retain, refer to our guidance sheet here:

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CE Record Log

DATE	METHOD (In Person/Online)	TOPIC(s): Key points of the learning activity	LINKED TO SCOPE OF PRACTICE (e.g. Prevention, Treatment, Recovery/Support)	SOURCE/NAME OF TRAINING/ PROVIDER/ ORGANIZATION	ADDRESS/ WEBSITE	HOURS
Total Number of Hours (Minimum 40 hrs.)						

(Please add rows as necessary)

Follow Up Actions

Please save completion/attendance certificates for each entry in pdf format to upload in the appropriate section of your online application.