

## CONTINUING EDUCATION RECORD FORM

Please use this form to record your CE credits.

- All registrants must retain CE certificates obtained prior to November 1, 2017, for seven years and provide them to the Registrar upon request.
- Registrants enrolled with OE Tracker will not be required to provide CE certificates obtained after November 1, 2017.
- Registrants not enrolled with OE Tracker must retain all CE certificates and provide them to the College prior to each registration renewal after November 1, 2017, along with the administrative fee.

\_\_\_\_\_  
**LAST NAME                                  FIRST NAME                                  MIDDLE                                  REG NO.                                  PHONE NUMBER**

YEAR OF CE				CE HOURS FROM PREVIOUS YEAR	CE HOURS		TOTAL CE
DATE	SPONSOR/PROVIDER	TITLE/SUBJECT AREA			OCULAR HEALTH	OTHER	
<b>TOTAL # HOURS FOR EACH CATEGORY</b>							

**PLEASE REFER TO BYLAW 73 FOR INFORMATION ON CE REQUIREMENTS, BYLAW 104 FOR RETENTION OF DOCUMENTATION AND PART 1 – CONTINUING EDUCATION REQUIREMENTS OF THE COLLEGE POLICIES**

**PLEASE NOTE:** YOU ARE SOLELY RESPONSIBLE FOR THE ACCURACY OF THIS FORM. KEEP A COPY OF THIS REPORT FOR YOUR RECORDS. REGISTRANTS MAY BE SELECTED TO UNDER GO AN AUDIT AS PER SECTION 74 OF THE COLLEGE BYLAWS.

**SIGNATURE:** \_\_\_\_\_

**DATED:** \_\_\_\_\_

**MONTH / DAY / YEAR**