Continuing Education - Recertification Requirements

Continuing education Units (CEUs) should be attained from within the field of professional scope and advance the professional practice or skills of the individual. ASOP members are required to complete 12 CEUs per calendar year throughout a 2-year cycle. Please refer to CEU guidelines for more information. In the event of a member audit, please retain this document and all supporting evidence. You will be asked to forward all documentation upon request to CEC@asop.org .

Note: Save this Word document and record all CEUs throughout the reporting year(s). Please use additional sheets

Category A - Professional Development -				
Date	Event Type	Title / Topic	Sponsoring Organization	HOURS

Category B - Post-Certification College/University Coursework				
Date	Event Type	Title / Topic	Sponsoring Organization	HOURS

Category C – Service to the Organization				
Date	Event Type	Title / Topic	Sponsoring Organization	HOURS

Please retain a copy of this form for your records. You do not need to submit this CEU certificate and/or other supporting documentation, unless you are randomly audited by ASOP CEC. Twelve (12) CEUs required annually.		**Total Category A**	
		Total Category B	
		Total Category C	
1CEU = 1 contact hour **Form valid for 2 years following ROT certification**		**GRAND TOTAL**	
	Name:		