Continuing Education Attendance Form
National Environmental Health Association

ALL STEPS MUST BE COMPLETED

FOR NEHA USE ONLY

Name of Program: The National Environmental Assessment Reporting System (NEARS)
Location: webinar Dates: various
Total Number of NEHA Authorized CE Contact Hours: 1.0

STEP 1. Name and Address of Applicant
Name:____________________________________________________________Date Completed Training__________________
Address: ______________________________________________________________________________________________
City:  ____________________________________________ State: _______________________  Zip:  _____________________
Daytime Phone: ______________________________________  Email:  _____________________________________________
NEHA Membership Number (if applicable): __________________________________________________________________
NEHA Credential ID Number (if applicable):__

STEP 2. Competencies
Please list the new competencies you have developed.

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⇒
⇒

Step 3. Total CE Hours
Number of Hours attended:   _______________
(-) Breaks/Lunches: - _______________
(-) Dinners: - _______________
(-) Business Meetings - _______________
Total CE Hours: = _______________

Step 4. Attendance Verification (Representative from Pre-Approved CE Program, please sign below)
ATTENDANCE VERIFICATION SIGNATURE: ____________________________________________________________

Step 5. CE Fees
☐ I am credentialed with NEHA, there is no charge (please see other side of form for submission instructions)
☐ I am not currently credentialed with NEHA, there is a $7.50 charge per CE Submission (please see other side of form for submission instructions)

Method of Payment (if applicable):
☐ Check or Money Order payable to NEHA
☐ Visa or Mastercard
Card Number:_________________________________________________ Exp. Date: _______________

Authorized Signature:______________________________________________________________
Step 6. Submission Instructions

1. **If you are credentialed with NEHA:**
   - Please submit your continuing education online using the CE online Submission process at: [http://www.neha.org/CEweb/CE.asp](http://www.neha.org/CEweb/CE.asp)
   - Log in with your last name and NEHA Credential ID Number
   - Complete the online submission form
   - Retain this form for your records. In the event you are audited this form will serve as your proof of attendance.

2. **If you are currently not credentialed with NEHA:**
   - Please submit this completed form along with the appropriate fee ($7.50 per submission) to:

   National Environmental Health Association  
   Attn: Continuing Education  
   720 S. Colorado Blvd., Ste. 1000-N  
   Denver, CO 80246  
   Phone: (303) 756-9090 ext. 337 or ext. 339  
   Fax: (303) 691-9490  
   Email: credentialing@neha.org