On-Site CEU Documentation Checklist

_____ Table of Contents (including all page numbers)

_____ Agenda

_____ Lesson plans for each credential type

_____ List of monitors and alternate monitors in **alpha order**

_____ List of individuals responsible for registration

_____ Black and White copy of current license issued by the Board with attached photo of instructors and alternates with all packets

_____ Resumes or proof of Fashion Education Committee Member for any instructor or alternate not licensed by the Board

_____ List of Hair Design Guild members by Board in **alpha order**

_____ On attached spreadsheet, provide all heading information of program (s) (make copies as needed)

_____ All pages **MUST** be numbered sequentially

_____ There will be no cancellations except in case of emergency (lack of pre-registered participants is not an emergency)

_____ More than one (1) contact number is requested

_____ Include 3 hard copies in three (3) ring binders

Ensure that all of the above items are submitted with the submission form, otherwise the packet will be returned. This could cause a delay in approval and possible denial of programs.

If offering more than one type of CEU program, indicate by each, the type of program (i.e. Cosmetology, Esthetics, Nail Technician or Instructor).

***All on-site classes must be videotaped and available for review by the Board or its designee.