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.