

On-line CEU Documentation Checklist

- ___ Table of Contents
- ___ Continuing Education Submission Form
- ___ User and administrative log-in information
- ___ Lesson Content (typed and spellchecked)
 - Lesson plans/Outlines
 - Instructor classes must be geared towards teaching
- ___ List of sources for CEU materials
- ___ Timer
- ___ Pop-up questions
 - verification of requirements to resubmit credentials
- ___ Statement notifying licensee of time within which they must complete the full four hour CEU course

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 (either Cosmetology, Esthetics, Nail Technician or Instructor).