

On-Site CEU Documentation Checklist

- _____ Table of Contents (including all page numbers)
- _____ Excel spreadsheet of all CE classes to be offered
 - provide all heading information including two points of contact with telephone numbers
- _____ Submission Forms – provide a form for each class
- _____ Agendas
- _____ Lesson Content (typed and spellchecked)
 - Lesson plans/Outlines
 - Handouts/Visual aids (if applicable)
- _____ Resources/Reference Material
- _____ List of cosmetology-related instructors in **alphabetical order** (color and black and white acceptable)
 - Clear copies of current SC instructor licenses with attached photo
 - Clear copies of current licenses **and** resumes for out-of-state cosmetology instructors
 - Clear copies of current licenses **and** proof of Hair Fashion Committee Members **(if applicable)**
 - Clear copies of current licenses **and** proof of Hair Designer Guild Members **(if applicable)**
- _____ List of Methods of Teaching Instructors in **alphabetical order**
- _____ List of monitors and alternate monitors in **alphabetical order**
- _____ List of individuals responsible for registration in **alphabetical order**
- _____ All pages **MUST** be numbered sequentially
- _____ Include 1 hard copy in a 3- ring binder with 1 flash drive of the materials

Ensure that all of the above items are submitted with the submission forms, 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.**