

**N.C. State Hearing Aid Dealers and Fitters Board**  
**Post Office Box 97833, Raleigh, NC 27624-7833**

**REPORT OF PROGRAM ATTENDANCE**  
**for Issuance of CEU Credit**  
**Reporting Fee: \$15.00 per Program Report**

Board Use Only
Record Update : _____
Payment: _____ # _____

**Note:** All information required for verification of attendance should be submitted within 45 calendar days following the completion of the program. If program date falls less than 45 days prior to the license renewal deadline, this report must be *RECEIVED* by the Board office on or before April 1st of the calendar year for which annual license renewal is being sought in order to avoid a late-fee for the license renewal application.  
*Only this approved verification of attendance form will be accepted by the Licensing Board.*

<b>Program Title:</b>		
<b>Program ID #:</b>	<b>Date(s) Attended:</b>	<b>License/Apprentice #:</b>
<b>Registrant's Name:</b>		<b>Signature:</b>

	SESSION TITLE	CATEGORY CEUs		VERIFICATION OF ATTENDANCE*
		(1 or 2)	(X.XX)	
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

***\*PROGRAM ATTENDANCE SHOULD BE VERIFIED ON SITE -- ATTENDANCE IS REQUIRED AT ALL SESSION PARTS.***

**Obtain hand-written signature of the program sponsor's representative OR session speaker for each session (and all parts of each session) attended. *ALTERNATE VERIFICATION PROCEDURE:* The program sponsor's representative must (1) initial or stamp all sessions attended, in the above column labeled "VERIFICATION OF ATTENDANCE," (2) record the total number of CEUs earned in Board Topic Content Category 1 and Category 2, for attendance at sessions/all session parts listed above, and (3) sign below (also listing their title and the date). The aforementioned procedures apply for each page containing session titles.**

Total number of CEUs earned in CATEGORY 1: \_\_\_\_\_ and in CATEGORY 2: \_\_\_\_\_  
[XX.XX] [XX.XX]

<b>Signature:</b>	<b>Title:</b>	<b>Date:</b>
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## INSTRUCTIONS

In no case will CEUs be issued without prior or concurrent review of the completed program approval application for this program and only this approved verification of attendance form will be accepted by the Licensing Board.

It is the responsibility of each program participant to be in possession of this form as of the starting date of the program in question. Documentation of program modifications must be listed below with the appropriate signature obtained, and must be submitted to the Board (see details below).

This completed verification form and the required \$15.00 per form processing fee (payable to N.C. Hearing Aid Dealers & Fitters Board) should be submitted to the Board.

**Note:** *When sessions with essentially identical content are presented at the same or different CE Programs during any two consecutive Board CEU Accrual Years, CEUs shall not be issued for the second or more occasion that any session in question is attended by an individual seeking credits from this Board. A CEU Accrual Year is defined as April 1<sup>st</sup> of any calendar year through March 31<sup>st</sup> of the following year.*

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*Pursuant to N.C.G.S. 25-3-506 and 21 NCAC 22F .0103 (d), a processing fee of \$25.00 will be charged for any check on which payment is refused by the payor bank. It should be noted that, in order to comply with Board Rule 21 NCAC 22F .0103 (d) concerning those cases where payment of the required processing fee is made via company or personal check, the Board shall register attendance at the program in question and shall issue a license renewal card no sooner than 20 calendar days after receipt of the completed report and the \$15.00 fee for requesting issuance of CEUs.*

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## DOCUMENTATION OF CE PROGRAM MODIFICATIONS

For a CE Program, if any sessions were modified after publication of the program announcement or after submission to this Board for approval, the modifications must be listed on the verification of attendance form. The program sponsor's representative should sign the verification of attendance form in the area designated for CE Program modifications. **The person listed as the applicant on the program approval application should submit the documentation regarding modifications to the Board within 20 calendar days after the CE Program's completion date; but, in all cases, prior to April 1<sup>st</sup> of each calendar year.**

If the CE Program submitted by a sponsoring organization was preapproved and the program modification(s) affected the total number of CEUs offered or the number (or duration) of sessions approved in Category 1, the person listed as the applicant on the program approval application shall be responsible for notifying all CE Program participants. **NOTE: Changes to a program after it has been approved by the Board may result in the Board's modification of its approval regarding the total number of CEUs approved, the session titles approved, and the approved topic content category corresponding to each session title.**

<b>Program Title:</b>	
<b>Starting Date:</b>	<b>Completion Date:</b>

**PROGRAM MODIFICATIONS:**

<b>Signature:</b>	<b>Title:</b>	<b>Date:</b>
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