

**North Carolina Board for Licensing of Geologists
2020-2021 Continuing Education Activity Log**

| Licensee Name: | | License Number: | | |
|--|-----------------|--------------------------|--|-------------------|
| <i>List CE activities completed during the period July 1, 2020 to June 30, 2021. Record carryover PDH from the previous license period in the appropriate cell (up to 24 hours*). 12 PDH are required for renewal. Up to 12 hours of excess CE can be carried over to the next license period.</i> | | | | |
| Course/Activity Title | Provider | Date(s) Completed | Approval Code | PDH Earned |
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| PDH carried over from previous period (24 maximum*): | | | | |
| PDH = Professional Development Hour(s). One PDH = one contact hour (60 minutes) of the activity. | | | Total PDH Claimed (12 minimum): | |

*Up to 24 PDH Carryover may be applied to the 2021-2022 license renewal *only*. See notes on next page for more information.

Instructions

1. List the CE courses/activities that you completed within the 2020-2021 license year (July 1, 2020-June 30, 2021). Record any carryover PDH from the previous license period in the appropriate cell (up to 24 hours*).
 - Activities must be Board-approved in order to receive CE credit.
 - For activities completed through a pre-approved provider, please use the organization's acronym as it appears on the *List of Pre-Approved Providers* as the approval code.
 - Approval codes for activities that are not sponsored by a pre-approved provider, but have been approved by the Board, can be found on the *Continuing Ed.* page of the Board website.
 - If you wish to receive credit for an activity that has not been approved by the Board, you will need to submit an *Application for CE Approval*. Please be sure to include an agenda, program or description that shows the content and contact hours of the activity. Refer to the *Guidelines for Continuing Education* for more information regarding what is acceptable for CE credit.
 - **ALL HOURS MUST BE GEOLOGICAL IN NATURE!**
2. Submit this form with your annual license renewal. For online renewals, save this form as a PDF with the following naming convention: lastname_licensenumbr_2021_CE, and upload at the time of renewal.
3. To verify your participation in Continuing Education activities, be sure to retain (and submit if audited) copies of yearly logs and attendance verification records, such as completion certificates or other documentation that confirms your attendance. Licensees should retain CE records for three years in case they are audited. Do not send proof of attendance with this form. **Send proof of attendance only if you receive notice of a CE audit.**

Notes

Submission of incomplete forms will result in automatic audits of CE.

A minimum of 12 Professional Development Hours are required each license year, and a maximum of 12 additional hours can be carried over to the next license year*. As such, it is not necessary to provide information for more than 24 hours of Board-approved CE completed during each license year.

*CE was waived for the 2019-2020 license year due to the COVID-19 pandemic. In line with the CE waiver, the Board has allowed up to 24 PDH *reported with the 2020-2021 renewal* (due June 30, **2020**) to be carried over. You can [check your available carryover here](#).

Chrome users: Please note that when completing a PDF form within the browser (i.e., in a new tab), the information you input may not save. To ensure your information is saved to your form, you should download the form first, and fill it out using Adobe Reader or similar application.