

**North Carolina Board for Licensing of Geologists
2021-2022 Continuing Education Activity Log**

Licensee Name:		License Number:		
<p><i>List CE activities completed during the period July 1, 2021 to June 30, 2022, unless previously reported. Record carryover PDH from the previous license period as a total in the marked cell (up to 12 hours). 12 PDH are required for renewal. Up to 12 hours of surplus CE can be carried over to the next license period.</i></p>				
Course/Activity Title	Provider	Date(s) Completed	Approval Code	PDH Earned
PDH carried over from previous period (12 maximum):				
PDH = Professional Development Hour(s). One PDH = one contact hour (60 minutes) of the activity.			Total PDH Claimed (12 minimum):	

Instructions

1. List the CE courses/activities that you completed within the 2021-2022 license year (July 1, 2021-June 30, 2022). Record the total number of carryover PDH from the previous license period in the appropriate cell (up to 12 hours). CE earned after July 1, 2021 but previously reported with the 2021 license renewal, should be recorded as carryover.
 - 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_2022_CE.pdf**, 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.