

**North Carolina Board for Licensing of Geologists
2019-2020 Continuing Education Activity Log**

Licensee Name:		License Number:		
<p><i>List CE activities completed during the period July 1, 2019 to June 30, 2020. Record carryover PDH from the previous license period in the appropriate cell (up to 12 hours). Because of this year's CE waiver, up to 24 PDH can be carried over to the 2020-2021 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:	

Instructions

1. List the CE courses/activities that you completed within the 2019-2020 license year (July 1, 2019-June 30, 2020). Record any carryover PDH from the previous license period in the appropriate cell (up to 12 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 *List of Approved Activities*.
 - 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_2020_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

Due to the extenuating circumstances caused by COVID-19, the CE requirement for this license renewal has been waived. Up to 24 hours can be carried forward to the next license period (July 1, 2020 – June 30, 2021). Any CE that is not reported will be forfeited.

Chrome users: Please note that when completing a PDF form within the browser (i.e., in a new tab), if you download the form AFTER filling out the form, your information will not be saved. 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.