



CEC ONLINE SUBMISSION VERIFICATION FORM

CONTINUING
EDUCATION

Use this form, with ASRA’s online submission process. Submit all requested documentation at one time. **Only one submission per form is permitted.** Programs completed on different days will need to be submitted separately. Volunteer hours completed for the same organization on different days may be submitted on one form.

Please keep all submission paperwork and supporting documentation for the three-year certification block. Be prepared to provide this documentation in the event of an audit.

Attach all applicable supporting documentation in the following order:

1. Completed CEC verification form
2. Copy of program schedule or agenda
3. Verification of attendance/completion
 - Examples: report card/transcript, certificate of completion, letter from instructor/provider/supervisor, or other documentation
 - Not required if the instructor, provider, or supervisor signs CEC verification form

COURT REPORTER INFORMATION

NAME	ASRA NUMBER	
STREET ADDRESS		
CITY	PROVINCE	POSTAL CODE
DAYTIME PHONE NUMBER		

CONTINUING EDUCATION PROVIDER INFORMATION

PROVIDER NAME		
PROVIDER ADDRESS		
PHONE		
SEMINAR, CLASS, PROGRAM TITLE, OR VOLUNTEER ORGANIZATION		
SEMINAR, CLASS, PROGRAM ,OR VOLUNTEER LOCATION		
SEMINAR, CLASS, PROGRAM, VOLUNTEER DATE	START TIME	END TIME
INSTRUCTION/VOLUNTEER TOTAL HOURS (DO NOT INCLUDE BREAKS, MEAL PERIODS, OR OTHER NON-EDUCATIONAL ACTIVITIES)		
INSTRUCTOR/VOLUNTEER SUPERVISOR NAME		

REQUIRED SIGNATURES

I certify this information and all attachments to be correct to the best of my knowledge.

INSTRUCTOR, PROVIDER, OR SUPERVISOR SIGNATURE
MEMBER SIGNATURE

SUBMIT TO ASRA

Please save the completed form and email to cecredits@asraonline.com

QUESTIONS?

Please email cecredits@asraonline.com