CEC ONLINE SUBMISSION VERIFICATION FORM

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