

Continuing Education Documentation

Name _____ License Number _____

For license renewal, you must document a minimum of 24 clock hours of continuing education for each renewal period OR retake and pass the National Counselor Examination (NCE) or the National Clinical Mental Health Counseling Examination (NCMHCE) within 12 months prior to the expiration date. Three (3) of the 24 clock hours must be in ethics.

Each activity must be documented below. Print and use this page if additional space is needed.

DOCUMENTATION SHOULD NOT BE SENT TO ARBOEC UNLESS REQUESTED FOR MANDATORY AUDIT.

Date	Class/Course/Activity/Event	Name of Provider	Content Area Code	CE Hours
			TOTAL	