

## **Policy Statement on Documenting Continuing Education Credit**

The Board's regulations for approving applications for continuing education credits ("CECs") require that:

- 1) for an in-person continuing education program, the provider must utilize sign-in and sign-out sheets to verify attendance, maintain the sign-in and sign-out sheets for a minimum of seven years; and provide the sign-in and sign-out sheets to the Board for inspection at the Board's request (N.J.A.C. 7:26I-4.4(c)6), and
- 2) for an alternative verifiable learning format program, the provider must incorporate an examination or other mechanism that the Board shall approve on an individual basis that an LSRP taking the program shall successfully complete in order to verify attendance and thereby earn continuing education credits. (N.J.A.C. 7:26I-4.4(c)11).

The Board would like to clarify its policy on documentation of attendance. While the Board prefers adherence to the standards above, including sign-in/sign-out documentation for in-person attendance, and examinations for online attendance, the Board will consider alternative methods of documenting attendance in instances when an individual LSRP is applying for credit for a course that has not been separately reviewed and approved by the SRPLB.

With respect to in-person continuing education programs that are not already approved in advance by the Board, including large concurrent session conferences where sign-in/sign-out sheets may not be feasible for every session or program within the conference, the Board will consider applications for approval of CECs submitted by individual LSRPs that provide documentation of their overall attendance, along with the LSRP's signed affidavit of the amount of time he or she attended or participated in individual continuing education programs within the conference, in lieu of sign-in/sign-out documentation of the LSRP's attendance. In his or her application for approval of CECs, the LSRP should include whatever sign-in/sign-out documentation is available (for instance, upon entry to the conference), along with supporting materials such as proof of registration and an agenda highlighting the specific programs that he or she attended, in addition to the other information required in the application available on the Board's website located at:

[http://www.nj.gov/lsrpboard/board/education/SRPLB\\_Application\\_for\\_a\\_Continuing\\_Ed\\_Program.pdf](http://www.nj.gov/lsrpboard/board/education/SRPLB_Application_for_a_Continuing_Ed_Program.pdf).

With respect to alternative verifiable learning format programs that are not already approved in advance by the Board, the Board will consider applications for approval of CECs submitted by individual LSRPs that provide proof of attendance such as, if available, documentation from the provider of the amount of time the LSRP was logged into the program, along with the LSRP's signed affidavit of the amount of time he or she attended or participated in the continuing education program, in addition to the other

information required in the Board's application available on the Board's website located at:

[http://www.nj.gov/lsrcpboard/board/education/SRPLB\\_Application\\_for\\_a\\_Continuing\\_Ed\\_Program.pdf](http://www.nj.gov/lsrcpboard/board/education/SRPLB_Application_for_a_Continuing_Ed_Program.pdf).

**Sample Affidavit:**

State of New Jersey

County of \_\_\_\_\_

I, the affiant herein, being first duly sworn upon oath hereby state:

1. My name is \_\_\_\_\_
2. My LSRP License # is \_\_\_\_\_
3. I attended the continuing education program entitled \_\_\_\_\_ on \_\_\_\_\_ (date).
4. The time period I spent attending the program was \_\_\_\_\_ (am or pm) to \_\_\_\_\_ (am or pm).
5. The amount of time spent during breaks was \_\_\_\_\_ hours.
6. The amount of time spent attending the continuing education program was \_\_\_\_\_ hours.
7. The total number of continuing education credits I earned, based on 1 continuing education credit / 1 hour attendance, is \_\_\_\_\_ continuing education credits.

Signature of Affiant \_\_\_\_\_

Print name of Affiant \_\_\_\_\_

**NOTARY PUBLIC:**

Subscribed and sworn to (or affirmed) before me on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ by \_\_\_\_\_ (Affiant).

Signature: \_\_\_\_\_

Seal: