



**CONTINUING EDUCATION RECORD FORM**

Please use this form to record your CE credits.

\_\_\_\_\_ Last name \_\_\_\_\_ First name \_\_\_\_\_ Middle name \_\_\_\_\_ Registration No. \_\_\_\_\_ Phone number \_\_\_\_\_

Date	Sponsor/provider	Title/subject area	CE hours from previous year	CE hours		Total CE
				Ocular health	Other	
Total hours for <u>each</u> category						

- All registrants must retain CE certificates obtained prior to November 1, 2017, for seven years and provide them to the Registrar upon request.
- Registrants enrolled with OE Tracker will not be required to provide CE certificates obtained after November 1, 2017.
- Registrants not enrolled with OE Tracker must retain all CE certificates and provide them to the College **prior** to each registration renewal after November 1, 2017, along with the administrative fee.

\_\_\_\_\_

Signature

\_\_\_\_\_

day/month/year

Please refer to Schedule 21, s. 4.0 of the Bylaws for information on CE requirements; Schedule 14, s. 4.42 of the Bylaws for retention of documentation; and 2.6.1 Continuing Education Requirements of the College Policies.  
**Please note:** You are solely responsible for the accuracy of this form. Keep a copy of this form for your records. Registrants may be selected to undergo an audit as per Section 74 of the College Bylaws.