

# On-line CEU Documentation Checklist

- \_\_\_ Continuing Education Submission Form
- \_\_\_ Table of Contents
- \_\_\_ Lesson plan for each credential type
- \_\_\_ List of sources for CEU materials
- \_\_\_ Timer
- \_\_\_ Pop-up questions
- \_\_\_ Statement notifying licensee of time within which they must complete the full six hour CEU course

Ensure that all of the above items are submitted with the submission form, otherwise the packet will be returned. This could cause a delay in approval and possible denial of programs.

If offering more than one type of CEU program, indicate by each, the type of program (i.e. Cosmetology, Esthetics, Nail Technician or Instructor).

\*\*\*\*Providers must submit at least one (1) onsite continuing education packet in addition to submitting online course material.