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CONTINUING EDUCATION (CE) RECORD

- Continuing Education requirements must be completed within the 5-year period of certification.
- Complete the [My CE Log](#).
- Provide copies of the CE certificates and trackers in the order listed on the log. CEs may be sent via email, mail, or fax.
- Refer to the [Recertification Handbook](#) and [FAQs](#) for information on acceptable CE, CE certificates and trackers, CE accreditation, Preceptorship Hours and conversion table, and academic coursework.

CE REQUIREMENTS

- 100 hours of advanced nursing practice continuing education (CE) applicable to the NP role and population focus is required.
- Advanced Practice Pharmacology (Rx) credit:** A minimum of 25 of the 100 CE hours is required. Do not re-add these credits if the pharmacology credit is included in the total CE contact hours.

OPTIONAL CREDIT

- Optional Academic Credit:** 1 academic credit hour = 15 contact hours. Submit transcript from university registrar.
- Optional Preceptorship credit:** A maximum of 120-preceptor hours may be claimed for conversion to a maximum of 25 non-pharmacology CE credits. Complete the separate [Preceptorship Form](#) and submit with application.
- Advanced life support courses:** Refer to the [Recertification Handbook](#) for a list of acceptable advanced life support courses. Basic Life Support (BLS) is not accepted.

CE LOG EXAMPLE:

Reference the below example to help guide you when completing your CE Log.

	NAME OF CONTINUING EDUCATION ACTIVITY	SPONSOR/INSTITUTION	CE ACCREDITOR (e.g., AANP, ANCC, ACCME)	DATE COMPLETED (mm/dd/yyyy)	CE CONTACT HOURS AWARDED	Rx CONTACT HOURS AWARDED
1	UpToDate Tracker <i>The tracker lists a total of 30 AMA PRA Cat 1 Credits includes 15 prescribed hours</i>	AANP	ACCME	04/10/2019 - 05/10/2020	30.0	15.0
2	Anxiety during COVID-19: When to Intervene	Pri-Med Institute	AANP	09/14/2020	1.0	0.33
3	Utah NP 26th Annual Pharmacology Conf. <i>This program has been granted 13.25 contact hours of AANP CE (which includes 12.42 pharmacology hours)</i>	Utah Nurse Practitioners	AANP	04/26/2019 – 04/27/2019	13.25	12.42
4	NSG 530 Advanced Pathophysiology <i>3 credits x 15 contact hours = 45 hours</i>	Wilkes University	CCNE	05/31/2020	45.0	0
5	Preceptorship <i>120 hours = Maximum of 25 non-pharmacology contact hours</i>	University of Florida	CCNE	12/10/2019	25.0	N/A
					CE TOTAL: 114.25	Rx TOTAL: 27.75

MY CE LOG

- All CE must be completed within the 5-year period of certification.
- Provide copies of the CE certificates and trackers in the order listed on the log. CEs may be sent via email, mail, or fax.
- Basic Life Support (BLS) is not accepted.

Certificant Name:	Last 4 of SSN:
Certification Start Date:	Certification End Date:

NAME OF CONTINUING EDUCATION ACTIVITY		SPONSOR/INSTITUTION	CE ACCREDITOR (e.g., AANP, ANCC, ACCME)	DATE COMPLETED (mm/dd/yyyy)	CE CONTACT HOURS AWARDED	Rx CONTACT HOURS AWARDED
1	Preceptorship Hours: A max. of 120-preceptor hours completed after 01/01/2017 may be claimed for conversion to a max. of 25 non-pharmacology CE credit.					N/A
2						
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13						
14						
15						
16						
17						
18						
TOTAL HOURS (this page):					CE:	Rx: