

CEP Continuing Education Credit Reporting Form

This form is used to report courses/activities for CEP continuing education requirements. Attach additional sheets as needed.

Today's Date	Due Date for Continuing Education	Email address
Last Name	First Name	Home Phone
Address (specify if work or home)	City, State, Zip	Business Phone

Course Date	Provider Name	Course Title	Discipline *	No. of Credit Hours

Payment Information – Administrative fee of \$100 must accompany form. An additional late fee of \$100 must accompany form if submitted more than 60 days beyond due date.

Amount due: _____ (if using credit card, please enter the dollar amount to be charged to your credit card)

Check enclosed (*made payable to CEP Institute*) VISA MasterCard American Express Discover

Fee waived—I fulfilled more than 50% of my continuing education requirements by volunteering for the CEPI! (Visit <http://cepi.scu.edu> for information on volunteering for the CEPI).

Card Number _____ Expiration Date _____ V-Code (3 digits –back of card) _____

Name of Cardholder (First/Last) _____ Address of Cardholder _____

City, State & Zip of Cardholder _____ Cardholder Signature _____

Please mail, email or FAX completed form to: CEP Institute, Santa Clara University, 500 El Camino Real, Santa Clara, CA 95053-0400. cepi@scu.edu Fax 408 554 5143.

** Which core disciplines does the course meet? (i.e. Administrative and Contractual Considerations, Corporate and Securities Law, Taxation, or Accounting). Courses may also cover professional development (i.e. leadership programs, ethics courses, etc.).*

All courses are subject to audits—please retain all attendance information for a three year period. Do not submit this information with your recertification form. Designee must retain proof of attendance in the event that the CEP Institute requests verification. In order for this report to be processed, the \$100 fee (and \$100 late fee if applicable) must be included with the form.