

Request for Paper Continuing Education Certificates (CEC's)

Please check ABO *or* NCLE. (If you are submitting courses to both ABO and NCLE, please use separate forms.)

American Board of Opticianry _____

National Contact Lens Examiners _____

1) Sponsoring Organization:

2) Program Location (city & state)

3) Program Date:

4) Sponsor representative to whom communications and CEC's will be directed:

Name

Street Address (No P.O. Box please)

City

State

Zip

Daytime Phone

email

CEC requests must be received at least 2 weeks prior to the meeting date. Incomplete information will result in a delay or denial of distribution of CEC's.

- * You will be invoiced for your CEC order. Please do not include payment with application. A current [fee schedule](#) is located in the [Criteria for Continuing Education Handbook](#).
- * Please complete the Course and Speaker Information sheet below, listing *all* courses needing paper CEC's.

Return all completed forms to:

[ABO-NCLE](#)

6506 Loisdale Road, Suite 330

Springfield, VA 22150

Phone: (703) 719-5800 or (800) 296-1379 for more information

Fax: (703) 719-9144

The ABO-NCLE reserves the right to audit, either in person and/or by taping (either audio or video), without charge or prior notice, any program that has been awarded continuing education credit. The sponsoring organization agrees to comply with all ABO-NCLE regulations and procedures. I, the undersigned, also understand that failure to comply may result in denial of CEC approval.

Signature of Meeting Sponsor

Date

Course and Speaker Information

1. Course Title: _____

Speaker: _____ SS # (last four): ____ ____ ____ ____

Length of Instruction: 1hr____ 2hr____ Number of Certificates Needed: _____

Is this a new course or speaker? ____NO ____YES* *If yes, see instructions below

2. Course Title: _____

Speaker: _____ SS # (last four): ____ ____ ____ ____

Length of Instruction: 1hr____ 2hr____ Number of Certificates Needed: _____

Is this a new course or speaker? ____NO ____YES* *If yes, see instructions below

3. Course Title: _____

Speaker: _____ SS # (last four): ____ ____ ____ ____

Length of Instruction: 1hr____ 2hr____ Number of Certificates Needed: _____

Is this a new course or speaker? ____NO ____YES* *If yes, see instructions below

4. Course Title: _____

Speaker: _____ SS # (last four): ____ ____ ____ ____

Length of Instruction: 1hr____ 2hr____ Number of Certificates Needed: _____

Is this a new course or speaker? ____NO ____YES* *If yes, see instructions below

5. Course Title: _____

Speaker: _____ SS # (last four): ____ ____ ____ ____

Length of Instruction: 1hr____ 2hr____ Number of Certificates Needed: _____

Is this a new course or speaker? ____NO ____YES* *If yes, see instructions below

This form may be duplicated.

6. Course Title: _____
- Speaker: _____ SS # (last four): ____ ____ ____ ____
- Length of Instruction: 1hr _____ 2hr _____ Number of Certificates Needed: _____
- Is this a new course or speaker? ____NO ____YES* *If yes, see instructions below
7. Course Title: _____
- Speaker: _____ SS # (last four): ____ ____ ____ ____
- Length of Instruction: 1hr _____ 2hr _____ Number of Certificates Needed: _____
- Is this a new course or speaker? ____NO ____YES* *If yes, see instructions below
8. Course Title: _____
- Speaker: _____ SS # (last four): ____ ____ ____ ____
- Length of Instruction: 1hr _____ 2hr _____ Number of Certificates Needed: _____
- Is this a new course or speaker? ____NO ____YES* *If yes, see instructions below
9. Course Title: _____
- Speaker: _____ SS # (last four): ____ ____ ____ ____
- Length of Instruction: 1hr _____ 2hr _____ Number of Certificates Needed: _____
- Is this a new course or speaker? ____NO ____YES* *If yes, see instructions below
10. Course Title: _____
- Speaker: _____ SS # (last four): ____ ____ ____ ____
- Length of Instruction: 1hr _____ 2hr _____ Number of Certificates Needed: _____
- Is this a new course or speaker? ____NO ____YES* *If yes, see instructions below

* *If a new course or speaker is not yet approved, submit a new [course application](#) or [speaker application](#) immediately*

** *If you run out of paper CEC's, retain the names of attendees who did not receive one, and notify ABO-NCLE as soon as possible. **DO NOT COPY CEC's.***

*** *Keep a clearly printed sign-in roster of all attendees for each class on file for 3 years.*