TENNESSEE PROFESSIONAL SOIL SCIENTISTS LICENSING PROGRAM

Department of Commerce and Insurance
500 James Robertson Parkway
Nashville, TN 37243
Telephone: 615-741-3611 Fax: 615-253-1692

CONTINUING EDUCATION REPORTING FORM

Per Rule 0780-05-06.11(5) Each licensee shall, when making application for renewal, submit on the prescribed form a signed statement setting for the number of continuing education hours that he or she has completed during the reporting period.

Please list below each activity being submitted for continuing education (CE) credit. Refer to rule 0780-05-.06(4) for explanations of acceptable courses and events for CE credit. Failure to use this form will result in disapproval of CE credit. A licensee seeking regular biennial renewal shall, as a prerequisite for renewal, show that he or she has completed no less than **twelve (12) hours** of continuing education during the two (2)-year period immediately preceding renewal. One (1) of the twelve (12) continuing education hours each licensee obtains for renewal shall be in ethics. ***In his or her personal records, licensees shall retain documentation evidencing their continuing education hours for at least five (5) years subsequent to the date of submission. The commissioner may verify information licensees submit under this rule at the commissioner's discretion upon written notice. If the board conducts an audit of a registrant's CE records, the board will request the registrant's documentation of attendance to CE events listed as attending on this form.***

DATE OF EVENT	***TITLE OF CE EVENT***	***EVENT SPONSOR***	***SPEAKER OR EVENT LEADER***	***TOTAL NUMBER OF PDHs***

I certify with my signature and professional soil scientist seal that the above listed events were properly attended and to the best of my knowledge, these events meet the requirements for CE credit as stated in the CE Rule 0780-05-06-.11.

Signature (Please affix Soil Scientist seal) Print Name License Number Date