

Continuing Professional Education (CPE) Credit Sign-In / Sign-Out Form

In order to receive CPE credit for this training, you must record what times you 'sign-in' and 'sign-out' for the training at the beginning of each day, at each break, and at the end of the day. For the 'Signature' section, enter your first and last name to certify the times listed are correct. Additionally, you must complete the evaluation after the conclusion of the workshop in order to receive credit.

Event Name: _____

Date: _____

Participant Name: _____

Organization: _____

	Date/Time	Signature
TIME IN		
TIME OUT		
TIME IN		
TIME OUT		
TIME IN		
TIME OUT		
TIME IN		
TIME OUT		
TIME IN		
TIME OUT		
TIME IN		
TIME OUT		
TIME IN		
TIME OUT		
TIME IN		
TIME OUT		

Upon completion of this form, please email it to learning@ftlf.com. Once your form has been received and you have filled out the evaluation for this workshop, your CPE certificate will be emailed to you within five (5) business days.