

SUBMISSION OF CONTINUING EDUCATION (CE)

The Final Order outlines the number of hours and the category (type) of CE you are required to complete. Unless otherwise stated in the Final Order, CE is to be live, lecture format and must be approved prior to attending the course.

To obtain approval of proposed CE course(s), please...

1. Mail or fax a written request for approval to the Client Services Unit at the address below.
2. Include a copy of the course brochure that outlines the course topics and accreditation.

An approval package will be faxed on your behalf to the Board Chair or designee. You will be notified in writing of the Chair's decision to approve or reject the course.

Upon completion of the course, submit a copy of the certificate of completion to the Client Services Unit to receive proper credit toward satisfaction of your requirements. Please be sure to allow plenty of time for your CE hours to be received in the Client Services Unit.

If proof of completion of your CE hours is not received by the due date, a referral may be filed for further investigation of possible violation of the Final Order.

**Medical Quality Assurance/Client Services Unit
HMQAMS, Bin CO1
_____, Compliance Officer
4052 Bald Cypress Way
Tallahassee, Florida 32399-3251
Phone: 850-245-4191**