

**CONTINUING EDUCATION CEU LOG  
PLUMBING / HVAC**

**Name of Certificate Holder** \_\_\_\_\_ **For the two-year reporting period ending** \_\_\_\_\_

As per City ordinance, each licensee is required to maintain the records used to support credits claimed, and keep attendance verification records in the form of completion certificates or other documents supporting evidence of attendance. You are required to keep these records for at least 4 years. Please use this log to track CEU 's earned.

Dates of Activity MM DD YY	Title of Program/ Description	Name of Sponsoring Organization Location (City & State)	Instructor/Speaker's Name	Number of CEUs Earned
1				
2				
3				
4				
5				

6 \_\_\_\_\_ CEU claimed (Total lines 1-5)

7 \_\_\_\_\_ CEU carried forward from the last renewal

8 \_\_\_\_\_ **Total (Minimum of 12 required)**

***Submit to OCI with your certificate renewal form.***

***Keep a copy for your records***