

Georgia Composite Board of Professional Counselors, Social Workers and Marriage & Family Therapists

Website address: www.sos.state.ga.us/plb/counselors * 478-207-2440 * FAX: 866-888-7127 * ExamBoards-Healthcare@sos.state.ga.us

YOU HAVE BEEN RANDOMLY SELECTED FOR A CONTINUING EDUCATION HOURS AUDIT

PLEASE USE THE FOLLOWING FORM TO LIST YOUR CE ACTIVITIES ACCORDING TO WHETHER THEY WERE CORE, RELATED OR ETHICS HOURS. THIS WILL ASSIST YOU IN DOCUMENTING APPROPRIATE HOURS AS WELL AS EXPEDITE THE REVIEW PROCESS BY THE BOARD.

Copies of CE certificates documenting the activity and the number of hours provided are required. Please attach those to the CE form below and submit all together, one time only please:

EITHER BY FAX to 866-888-7127, E-Mail to ExamBoards-Healthcare@sos.state.ga.us OR USPS MAIL SERVICE.

- See Board rules 135-9-.01 & .02 regarding Continuing Education hour requirements and documentation required available on the site www.sos.ga.gov/plb/counselors
- **NO MORE THAN TEN (10) HOURS OF CE's MAY BE OBTAINED ONLINE** (Rule Effective 08/30/2011).

MAILING ADDRESS:

GA COMPOSITE BOARD, 237 COLISEUM DRIVE, MACON, GA 31217

*Do **NOT** send the reporting form and certificates more than once, by more than one submission method.*

PLEASE allow at least 5 business days for processing. If you are not sure a fax or e-mail has gone through, or if we have received the documents via the USPS mail service, you may submit an inquiry regarding receipt of your documents by fax, e-mail or USPS mail service (see above). A response will be provided as soon as possible to an inquiry, but please, allow staff time to process the documents received.

KEEP COPIES OF ALL DOCUMENTS FAXED, E-MAILED OR MAILED TO THE BOARD

DO NOT SUBMIT THIS PAGE WITH YOUR DOCUMENTS

GEORGIA COMPOSITE BOARD OF PC's, SW's & MFT's

E-Mail: ExamBoards-Healthcare@sos.state.ga.us * (478) 207-2440 [TELEPHONE]

Name: _____

(866) 888-7127 [FAX] * www.sos.state.ga.us/plb/counselors

License #: _____

Refer to Board Rule 135-9-.01 & .02 ***** **CONTINUING EDUCATION REPORT** ***** Refer to Board Rule 135-9-.01 & .02

AREA	ACTIVITY	SPONSORSHIP (FULL NAME)	LOCATION (CITY/STATE)	DATE(S) (M/D/YY)	# OF CLOCK HOURS/DAYS
I CORE					
II RELATED					
III ETHICS					

REFER TO BOARD RULE 135-9-.01 and 135-9-.02 available on the site www.sos.ga.gov/plb/counselors

- Each CE certificate submitted for audit must contain the licensee's name, the title of the CE activity, the name of the sponsoring organization, the number of credit hours earned and the date and location of the CE event.
- No more than 10 hours of continuing education may be earned through online methods.
- E-MAIL, FAX or MAIL THIS FORM AS NOTED IN INSTRUCTIONS ABOVE. Please submit only once, by one method.