



Important Instructions for submitting continuing education during the period of March 1, 2020 until the Board identifies the new on-line recording and reporting system.

Note: Effective July 1, 2020, aPTitude will no longer be supported. As a result, applicants and licensees shall follow the instructions below to submit their CE hours for verification to the Board.

- 1) **Applicants for licensure by Endorsement/Reciprocity or applicants for a training permit are required to submit evidence of 30 hours of CE for the past biennium or two years prior to the date of application.**
 - a. Documentation of these hours should be uploaded in a PDF format via the online portal, if applying online, or submitted along with the paper application to the Board offices at 237 Coliseum Drive, Macon, GA 31217.
- 2) **Current licensees are not required to submit proof of CE until you apply to renew your license renewal 2021 unless otherwise requested by the Board.**
 - a. During the next renewal period, reporting will be within the new online recording and reporting system that will be announced prior to the opening of license renewal 2021.
 - b. In the meantime, licensees shall maintain copies of all continuing education documents for a minimum of 3 years from the date the course was taken as is indicated in Board Rule 490-4-.02 (10)(a) Continuing Competence Requirements.
- 3) It is the intent of the Board to transfer all of the documentation that has been recorded within aPTitude to the new online recording and reporting system. As a result, you will not be required to re-enter any of the previous continuing education documentation into the new system. If you are selected for post-renewal audit after you no longer have access to aPTitude, you will be required to submit copies of your CE documentation to the Board in the manner in which it is requested (in a PDF format as an attachment via email or by fax or mail). **Thus, it is imperative that each licensee maintain their own paper and/or electronic copies of all CE documentation in accordance with Board Rule 490-4-.02 (10)(a) Continuing Competence Requirements.**