



# National Advocacy Credentialing Program

## Continuing Education Documentation (CED) Form

This form is to be used to document continuing education (CE) hours received through webinars, in-service training, seminars, workshops and conferences. This CED Form should be used in instances where a formal Certificate of Completion is not provided and/or instances where the Certificate of Completion does not provide enough information for the NACP Committee to assess if the training requirements have been met (participants name, title of training, date(s) of training, total time of training).

**Note:**

- 32 hours of continuing education are required every 2 years to maintain your NACP Credentials, and must be completed within 2 years of your current submission to be valid.
- ***New Continuing Education Requirement: of the 32 required CE hours, 2 of those hours must be specifically in the subject matter of Ethics.***
- The continuing education submitted for credentialing purposes must be in victim assistance-related topics. (Applicants are encouraged to seek continuing education in more advanced topics, including new developments and/or emerging issues in the field.)
- A separate CED Form should be used for each training
- Each training where a CED Form is used should be indicated on the CE Information Sheet within the application

General Training Information	
Trainee/Advocate's Name:	
Title of Training:	
Sponsor/Host of Training:	
Topic(s) Covered:	
Date(s) of Training:	
Location of Training:	
Total Number of Hours:	

*To be completed by trainer/sponsor or advocate's supervisor:*

I Certify that the above-named individual has successfully completed the training as described on this form

Verifier's Name: \_\_\_\_\_

*Check one:*

Trainer/Training Representative

Applicant's Supervisor

Signature: \_\_\_\_\_

\_\_\_\_\_ (Date)