



COMMONWEALTH OF VIRGINIA
Board of Long-Term Care Administrators

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CONTINUING EDUCATION (CE) CREDIT FORM
FOR VOLUNTEER PRACTICE

To be completed by contact person at local health department or free clinic. Maintain completed form with your personal CE records for three years. Do not submit completed form to the board unless notification is received regarding a CE audit.

Regulation on Volunteer Practice for CE Credit:

Up to two hours of the 20 hours required for annual renewal may be satisfied through delivery of services, without compensation, to low-income individuals receiving health services through a local health department or a free clinic organized in whole or primarily for the delivery of those services. One hour of continuing education may be credited for one hour of providing such volunteer services, as documented by the health department or free clinic.

Name of licensee			License number
Street address			Area code and telephone number
City	State	Zip code	Email address

Facility where CE credit was obtained		
Street address		Area code and telephone number
City	State	Zip code

Date of service	Number of hours of service	Number of CE hours credited
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Name of contact person at local health department or free clinic: _____

By affixing my signature, I affirm this individual provided the declared hours of service at this location.

Signature: _____ Date: _____