

## **Certified Retirement Counselor® (CRC®) Certification Annual Continuing Education Reporting**

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Please record the Continuing Education (CE) you have earned during the past 12 months on the following CE reporting form. **Fifteen (15) hours of CE are due each reporting period including 2 hours of ethics every other reporting period. Refer to last year's renewal confirmation email or login to the online CE reporting form at [www.infre.org](http://www.infre.org) for any carry over hours you may apply to this reporting period and your next ethics requirement due date. You may carry over a maximum of 15 hours to the next reporting period.**

**Documentation confirming attendance should NOT be sent to the CRC® Board of Standards and Policy Development unless specifically requested.** The CRC® Board of Standards and Policy Development may request these documents at any time up to two years from the end of a reporting period.

### **Instructions:**

- **At the top of the form print your name, sign and date. Make extra copies of the form if more space will be needed.**
- **Column 1.** Date coursework completed.
- **Column 2.** Exact name of program/course. If newsletter, include the issue date.
- **Column 3.** Program/course sponsor - not the name of the speaker.
- **Column 4.** Indicate the course type for which CE was earned.
- **Column 5.** Indicate the number of CE hours earned for each respective course. For attendance during live/instructor-led programs (e.g., conferences and workshops), submissions must contain a minimum of 50 minutes of instruction/presentation time. A 50-minute session counts as one credit hour. Partial credit hours rounded to the nearest quarter hour will be granted (e.g., a 65-minute session will count as 1.0 hour; a 70-minute session will count as 1.25 hours). For self-study programs, CE credit will be based on the average completion time of the program. A minimum of 50 minutes of completion time is required for 1 hour of CE credit. Additional half-hour increments will be accepted after the first hour has been completed. The program must include an exam/quiz containing at least 5 questions per course hour and 3 questions for additional half hour increments, with a passing grade of 70% or better. **Any course less than one credit hour will not be accepted. Refer to the CRC® Certificiant Handbook for additional information.**
- Total the number of hours earned at the bottom of Column 5.

**Please print clearly when entering your CE on the form!**

*Certified Retirement Counselor® (CRC®)*

*These certification marks are owned by the International Foundation for Retirement Education and are awarded to individuals who successfully complete the CRC® Board of Standards and Policy Development's initial and ongoing certification requirements.*

**(CRC®) Continuing Education (CE) Reporting Form** - If you need more than one form, make a copy before you begin entering CE.

Print Name: \_\_\_\_\_

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|---|
| Carry over CE hours from<br>previous reporting period _____ |
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Signature \_\_\_\_\_ Date \_\_\_\_\_

| -1-<br>Date<br>Completed | -2-<br>Course Name/Newsletter Issue<br><small>A minimum of 50 minutes of completion time is required for 1 hour of CE credit.<br/>Any course less than one credit hour will not be accepted.</small> | -3-<br>Course Sponsor<br><small>e.g, InFRE, IRRRC, WebCE, Kaplan, RegEd, Employer, Conf. Name, University</small> | -4-<br>Course Type<br><small>e.g., Live Classroom, Conference, Self -Study, Webinar, Academic Course, License/Designation, In-house Training, Firm Element, Newsletter, Other</small> | -5-<br>CE<br>Hours |
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| <b>TOTAL CE</b>          |  |   |   |                    |