

Certified Retirement Counselor[®] (CRC[®]) Certification Annual Continuing Education Reporting

International Foundation for Retirement Education (InFRE)
Board of Standards and Policy Development
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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. Go to your certificant profile on the InFRE website to see when your ethics CE is due and any carry-over CE credit you may have from the previous reporting period. You may carry over a maximum of 15 hours to the next reporting period.**

Documentation confirming attendance should **NOT** be sent to the InFRE Board of Standards and Policy Development unless specifically requested. The InFRE 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.
- **Columns 5.** Indicate the number of CE hours earned for each respective course. For attendance during 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.
Any course less than one credit hour will not be accepted.
- Total the number of hours earned at the bottom of Column 5.
- Send completed form to the InFRE Board of Standards and Policy Development to address above with your renewal fee and signed Certificate Holder's Statement.

Please print clearly when entering your CE on the form!

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These certification marks are owned by the International Foundation for Retirement Education and are awarded to individuals who successfully complete the InFRE 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: _____

I attest that my statements regarding continuing education (on this form and including any attachments) are true, accurate and complete to the best of my knowledge and freely given.

Carry over CE hours from previous reporting period _____

Signature _____ Date _____

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