

## CEU Instructions for Recovery & Empowerment

### Statewide Calls

1. Allow anyone who attends to sign in and receive a Certificate if they so choose.
2. Print your name. If a name is not legible, no certificate will be issued.
3. Include the name and address where to send the certificate(s); be sure it is legible.
4. Your name must be on the sign-in sheet. If a person's name is not on the sign-in sheet, the person cannot be issued a certificate.
5. Send your sign-in sheet by email, FAX or postal mail after the call. Information for where to send the sign-in sheet is included on the form.
6. Sign-in sheets must be received within 7 business days after the call. If the sign-in sheet is not received within 7 business days after the call, the sign-in sheet cannot be accepted.
7. Expect to receive your CEU Certificate within 30 days.