



Speaking Documentation Form

Please include this form and other attachment(s) with your online CEU Submission or documentation submitted via mail or fax. Please contact Cathy Corrigan at ccorrigan@PLNA.com or call PLNA at 717.238.1673 with questions.

Certificant's Name: _____

Event / Program Title: _____

Host Organization/Institution: _____

Date of Event: _____ Total Speaking Time: _____

Session/Course Title: _____

Event or Session Description: _____

Dates/Times Spent in Preparation: _____

Description of How You Prepared for the Presentation: _____

******* Attach a copy of the program brochure or advertisement promoting your presentation *******

Number of CEUs Earned for Preparation (1 CEU per hour of course preparation under Education – Educ5 Category; subject matter must be green industry or job related – Limit 12 CEUs): _____

Number of CEUs Earned for Actual Presentation (1 CEU per hour of instruction under Service – Serv4 Category with a maximum of 8 service CEUs allowed; subject matter must be green industry or job related): _____

IMPORTANT: Each presentation and preparation for presentation may be counted only once during a two-year recertification period and cannot earn additional CEUs in future recertification periods unless proof is given that a considerable amount of further research and/or preparation was completed.

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