

INSTRUCTIONS TO FOLLOW WHEN COMPLETING THE AUDIT REPLY COVERSHEET

1. Make as many additional copies of the reverse side of this sheet as you will need.
2. Complete a separate sheet for each audit year.
3. List, in date order, all classes attended for a single calendar year subject to audit. Include complete information for each entry.
4. If you do not have the MBCE ID number, contact the sponsor for that information. **DO NOT CONTACT THE BOARD**. If a sponsor cannot provide an MBCE ID number, that course was not pre-approved and should not be listed.
5. If you were granted a deferral, variance or waiver for CE requirements, include a copy of the signed approval form you obtained along with your submission. Note the date the variance was granted as a separate line entry on your form.

Example Sheet

| Course Date | Course Name | Course Sponsor | Regular | X-ray | Prof Bndry | Acup | Animal Chiro | MBCE ID Number |
|-------------------------------------|-------------------------------------|----------------|---------|-------|---------------|------|-----------------|----------------|
| 12/1/05 | CE Variance Granted - copy attached | | 10 | | | 4 | 1 | |
| 1/1/06 | Spine adjusting (use for 2004 hrs) | XYZ | 3 | | | | | 123456 |
| ***new sheet for next audit year*** | | | | | | | | |
| 1/3,4/06 | Spine homecoming | XYZY | 10 | | | 7 | 1 | 345678 |

Caution: units earned may only apply to one calendar year of renewal requirements. The units listed above for use in 2005 may *not* be used again in calendar year 2006.

6. If this audit includes a year in which you did not hold an active Minnesota license, please enclose a copy of the MN License certificate issued for that year in place of a coversheet and CE unit receipts.
7. If this audit includes a year in which your license was reinstated to active, please enclose a copy of any reinstatement letters you received outlining how CE requirements were met in place of a coversheet and CE unit receipts.

IMPORTANT

Maintain in your possession all ORIGINAL unit receipts and a copy of the coversheets submitted to the Board. You may need to refer to these if we call with a question regarding your submission. The Board will ultimately destroy documents received for purposes of this audit.