

Continuing Education Audit

Instructions to Follow when Completing the *CE Summary for Audit*:

1. Open the Summary form and complete it on your browser: https://mn.gov/boards/assets/CE%20Summary%20for%20Audit%20-%20fillable_tcm21-359395.pdf . Once it is completed as instructed below, save it to your device. You will upload it in the online CE Audit tile along with your official CE certificates.
2. Complete a separate sheet for each audit year, do not mix CE from different years.
3. List all classes attended for the calendar year requested.
4. Include complete information for each entry, do NOT enter "see attached".
5. *Type of units must match the certificate of attendance, i.e. if it says regular, you cannot claim professional boundary.*
6. If the certificate is missing the MBCE Course ID, **CONTACT THE SPONSOR** (not the MBCE). If a sponsor cannot provide the MBCE Course ID, that course was not pre-approved, and should not be listed for credit on the Summary page.
7. PACE approved courses must contain the official PACE logo and a breakdown of the type of credits on the attendance certificate. PACE courses will not have the MBCE Course ID so enter "PACE" in that column.
8. If you had been granted a deferral or waiver for CE requirements, enter this on your summary sheet, along with the date it was approved. You will need to upload the signed, approved form and letter you received at the time you upload the rest of your audit documents.

Example Entries

MN Course ID #	Course Date	Course Name	Course Sponsor	Number and Type of Units Earned				
				Regular	X-Ray	Prof Bdry	Acupu	Animal
	12/01/22	CE Deferral Granted	(attached)	1				
PACE	11/16/23	X-ray positioning 101	Parker University		2			
54321	7/10/23	Stress, Structure, & neurology	Palmer College	4				