Attendance and Participation Tracking Guidelines

In order to issue CE credits, attendance and participation (type and number of credits claimed) need to be tracked, recorded, and shared with the Office of Continuing Professional Development (OCPD). There are three options available for gathering, recording and providing this information to OCPD.

1. Paper Participation Tracking Worksheet
   If a paper worksheet is used (OCPD will work with you to create the worksheet), you will be required to distribute and collect the worksheet and provide OCPD with a final Attendance and Credit Tracking Spreadsheet which shows:
   - First Name
   - Last Name
   - Email address
   - Professional designation
   - Type and number of credits claimed for each person who completed the worksheet (gathered from the Participation Tracking Worksheet)
   - No shows/cancellations
   - On-site registrants

2. OCPD’s online Participation Tracking Worksheet
   OCPD has an online Participation Tracking Worksheet. Type and number of credits claimed for each person who completes the worksheet will be collected online and will not need to be collected by you. You are required to provide OCPD with a final Attendance Tracking Spreadsheet to include the following:
   - First Name
   - Last Name
   - Email address
   - Professional designation
   - No shows/cancellations
   - On-site registrants

   If OCPD is not handling your registration and you are using OCPD’s online Participation Tracking Worksheet, we require a spreadsheet with registrant first names, last names, and email addresses 5 days prior to the activity. We also require the same information for any on-site registrants. We use this information to send out the link to the online Participation Tracking Worksheet.

3. An online Participation Tracking Worksheet created and managed by you
   If you create your own online Participation Tracking Worksheet, OCPD will review for compliance. You will be responsible for making sure access to the worksheet and completion instructions for the worksheet are provided the learners. You will also need to communicate to the learners the deadline for completing the worksheet.
You are required to provide OCPD with a final Attendance Tracking Spreadsheet to include the following:

- First Name
- Last Name
- Email address
- Professional designation
- Number and type of credits claimed (gathered from your Participation Tracking Worksheet)
- No shows/cancellations
- On-site registrants