Sample Sign-In/Sign-Out Sheet for CEU Network

Directions: Participants are required by CEU Network to sign in and out of the training program. If the course runs multiple days, participants must sign in and out each day. As the Certified Instructor, you must send a sign-in/sign-out form to CEU Network for each class you teach in which nurses are interested and eligible for CEUs through CEU Network. Sign-in/sign-out sheets may be sent to the following address:
CEU Network, ATTN: Helen, 1832 Wildwood Road, Salem, VA 24153

Approved/Eligible States: Alabama, Alaska, Arkansas, California, Delaware, Florida, Iowa, Kansas, Kentucky, Louisiana, Massachusetts, Michigan, Minnesota, Nebraska, Nevada, New Hampshire, New Jersey, New Mexico, North Carolina, North Dakota, Ohio, Rhode Island, South Carolina, Tennessee, Texas, Utah, Washington DC, and West Virginia.

Instructor Name: _____ Date of training: _____ Number of contact hours (do not include breaks): _____

Instructor Signature: _____ Date: _____

Full Name (please print)	Sign In (signature)	Sign Out (signature)

Checklist for Certified Instructors:

- ✓ **CV or resume submitted to CEU Network**
- ✓ **Participants have signed in and out for each day of training**
- ✓ **Distribute necessary paperwork to participants**
- ✓ **Send sign-in/sign-out form to CEU Network**
- ✓ **Send training information to CPI**
- ✓ **Follow up with participants to be sure paperwork was sent to CEU Network**

Through CEU Network, nurses in 27 states and the District of Columbia are eligible to receive CEUs for attending the *Nonviolent Crisis Intervention*® training program. CEU Network is an independent organization that offers continuing education credits for nurses. CEU Network is not sponsored by or affiliated with the Crisis Prevention Institute (CPI) and as such, CPI offers no warranty or representation with regard to CEU Network or the services it provides. Please see the list of states above to determine if your state board will accept nursing CEUs provided through CEU Network.