



## Speaking Documentation Form

Please send this documentation and attachment(s) with your CEU Submission Form when you recertify.

The CEU Submission Form is located in the Recertification Center of the CNLA Website at [www.canadanursery.com](http://www.canadanursery.com) and is due to CNLA by the end of your two-year recertification cycle as indicated by your good-through date. Please contact [certification@cnla-acpp.ca](mailto:certification@cnla-acpp.ca) or call the CNLA Certification Department at (888) 446-3499 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: \_\_\_\_\_

\_\_\_\_\_

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): \_\_\_\_\_

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.

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

**Fax, email, or mail this form, attachment(s) with your CEU Submission Form by your good-through date to CNLA:** 7856 Fifth Line South, Milton, ON L9T 2X8 or [certification@cnla-acpp.ca](mailto:certification@cnla-acpp.ca). Fax: (905)875-1840