<https://primr.org/certification/cip-cpia-recertification/recertification-by-continuing-education>

## Documentation

Individuals are responsible for obtaining source documentation (certificates, letters of attendance, etc.) for recertification credit and for including copies of such documentation with their applications. CIPs should also retain their own copies of this source documentation.

* Documentation for all continuing education credits must be included with the recertification application.
* Documentation should include the title of the program, the course sponsor, the date attended, and the number of credit hours earned. For those events that run concurrent sessions, CIPs should indicate the sessions they attended.
* Suitable documentation for online learning opportunities that don’t issue certificates of attendance include: copies of sign-in attendance sheets; logs detailing the program title, date of participation, and length of the program that are signed by a supervisor; emails confirming attendance after the conclusion of the program.
* For PRIM&R webinars, candidates can document their participation by printing a copy of their certificates log, which is located [here](https://www.pathlms.com/primr/profile?tab=certificates" \t "_blank).
* For PRIM&R conferences, candidates can access their certificates [here](https://www.pathlms.com/primr/profile) by clicking on the My Activity tab, and then selecting the Content tab. Instructions can be found here.
* For college courses, a transcript and syllabus must be included.
* For CE events where accreditation is claimed, CIPs must verify that the events are eligible as accredited CE hours. CIPs should not assume that a CE event continues to carry accredited CE hours just because it was eligible for accredited CE hours in the past.
* A CE Tracker is available to keep a record of continuing education credits.
* Recertification candidates should complete the CEU Tracker tab on the spreadsheet; credit hours will automatically populate in the credit hours tab. The continuing education tracker document should be sent as an Excel file.
* Continuing education credits must be earned within the current three-year certification period.