

LIST OF COURSES COMPLETED

CPTN APPROVED COURSE / PETITION #	COURSE TITLE	PROVIDER	DATE ATTAINED	CECS
Sample 001	Education Training	Non Approved	MM/DD/YYYY	1

Note: Non-CPTN courses requires petitioning using our CEC Petition Form prior to renewal. There is a processing fee of \$15 per course/event/conference petitioned. You require 7 Continuing Education Credits (CECs) to renew for one year or 14 CECs to renew for two years. Extra CECs are not transferable to the next renewal period. Used credits are not eligible for renewal again. Complete CECs between the last and current renewal period. One hour of continuing education equals one CPTN CEC.

INSTRUCTIONS

1. Accumulate a minimum of 7 CECs for 1-Year or 14 CECs for 2-Year prior to expiration or renewal.
2. Submit electronic copies of documentation including current First Aid and CPR C/AED certificate or card.
3. Submit a CEC petition for non-CPTN courses or conferences prior to renewal and wait for petition approval.
4. Complete the renewal form below with the approved petitioned CECs.
5. Print and mail-in or e-mail the Certification Renewal Form with the requirements.

MAIL TO: CPTN INC., 122 D'ARCY STREET, TORONTO, ON, M5T 1K3, CANADA
E-MAIL TO: INFO@CPTN.COM

REQUIRED DOCUMENTS

- Proof of Completion (Certificates of Completion)
- Current First Aid Certification Card
- Current CPR C Certification

Note: Scanned copies of all CEC documents including CPR C and First Aid information will be required for submission to CPTN through mail or e-mail.