

LIST OF APPROVED / PETITIONED COURSES COMPLETED

PROVIDER	COURSE TITLE	DATE COMPLETED	CECS
Human Kinetics	Sports Nutrition	MM/DD/YYYY	7

Note: Courses not listed on our Online Courses or Workshops page are considered non-approved. These courses require a petition using our CEC Petition Form prior to certification renewal. There is a processing fee of \$15 per non-approved course/event/conference not petitioned. Courses must be current for the certification renewal period. Extra CECs are not transferable to the next renewal period. You are encouraged to use the maximum available credits at the time of renewal. 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.