CEU Records – Best Practices

Before you place your certificate in your biennial CEU file at your home or office, it's a good idea to look over the certificate to be certain that all the necessary information was included and then use **OhioPT.org** to check the accuracy of the Ohio approval number.

What should appear on a course completion certificate?

1. Your name – either pre-printed if you registered in advance for the course **OR** written in at the conclusion of the course
2. Title and date(s) of the course
3. Name and signature of the course sponsor or presenter
4. Number of CEUs awarded
5. The correct Ohio approval number that was current at the time you took the course.

What kind of CE Course Information is online at OhioPT.org?

- Course titles
- Ohio approval numbers
- Beginning and ending dates of the one-year approval period
- Number of CEUs approved
- Sponsor names and telephone numbers

By viewing this information, you can confirm that the Ohio approval number on your course certificate is the ***correct*** number for the course you completed. You also will be able to verify that the approval number was ***current*** at the time you took the course and that the number of CEUs noted on your certificate ***matches*** the CEUs approved by OPTA for license renewal.

If you notice a discrepancy between the information on the website compared with that on your certificate, you should contact the **course sponsor** immediately to request a corrected certificate.