

Name:

### Continuing Education Checklist:

Timeframe	May 1st, 2011-April 30th, 2012	May 1st, 2012-April 30, 2013
<b>Hours obtained:</b>		
<b>Total (10 hrs reqd):</b>		
<b>1 hr of ethics?</b>	Yes    No	Yes    No

**CE Activity Hour Limitations and Requirements:**

- 3 hrs max tax related
- 1 hr min ethics
- 3 hrs max management related

**Conferences:**

- related to profession
- may receive 100% of cr through attendance

**Self Study:**

- videos, audio tapes, online comp. seminars, etc.
- max hrs may not exceed 50% of required CE hours

**Min time:**

- at least 30 mins actual clock time must be spend completing activity
- after completion of first 30 mins, credit is recognized in 15 min increments

**Max credit:**

- unless otherwise determined by the board, no more than 50% of credit requirement may be satisfied through one activity

**CE Activity Topics:**

- related to role and responsibility of LDP
- ethics
- Arizona Court System (including Federal and State Constitution)
- research skills
- management issues (i.e. time management)
- tax related

**Educational Institution Courses:**

- grade of "C" or better
- Pass in a Pass/Fail setting
- if course is relevant to LDP profession 2x credit per credit hour is awarded
- max hrs may not exceed 50% of required CE hours

**Serving as faculty:**

- faculty, instructor, speaker, or panel member (must be related to LDP profession)
- credit for presentation time plus 2 hrs of preparation time per 1 hr of presentation
- max hrs may not exceed 50% of required CE hours