

**JUNE 2022 CE AUDIT**

July 05, 2022

**HEALTH RELATED BOARD COMPLIANCE UNIT TRACKING FORM**

- PROFESSION CODES:** 3142 - CERTIFIED PROFESSIONAL  
 3143 – CERTIFIED MARITAL AND FAMILY THERAPIST  
 3144 - LICENSED CLINICAL PASTORAL COUNSELORS  
 3166 - LICENSED PROFESSIONAL COUNSELORS  
 3167 - LICENSED FAMILY & MARITAL THERAPIST

**Please attach copies of certificates of attendance and completion and all other evidence that you consider as proof of participation in continuing competence and/or continuing education activities during THE TWO (2) CALENDAR YEARS (JANUARY 1- DECEMBER 31) PERIOD THAT PRECEDES THE (ACTUAL) LICENSURE RENEWAL YEAR.**

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|----------------------------------|---|
| If your renewal date was in 2020 | Your audit period is January 1, 2018 thru December 31, 2019 |
| If your renewal date was in 2021 | Your audit period is January 1, 2019 thru December 31, 2020 |
| If your renewal date was in 2022 | Your audit period is January 1, 2020 thru December 31, 2021 |
| If your renewal date was in 2023 | Your audit period is January 1, 2021 thru December 31, 2022 |

**0450-01-.12: 0450-02-.12: 0450-03-.12: CONTINUING EDUCATION.** Each person licensed/registered with the board as a Professional Counselor required completing twenty (20) clock hour of continuing education during every two calendar years. Marital and Family Therapists and Clinical Pastoral Therapists are required to complete 10 clock hours of continuing education during each calendar year. Those persons who hold two (2) certificates and/or licenses regulated by the Tennessee Board for Professional Counselors, Marital and Family Therapists and Clinical Pastoral Therapists shall complete fifteen (15) clock hours of continuing education each calendar year. A person who holds three (3) certificates and/or licenses shall complete twenty (20) clock hours of continuing education each calendar year. In each case, at least five (5) clock hours shall be directly related to the practice of each profession for which the person is licensed or certified. Ethics and Jurisprudence Course Requirement 1: Three (3) clock hours of the ten (10) clock hour annual requirement shall, every two (2) years, pertain to the following subjects: Professional ethics; and/or TN Code Annotated, Title 63, Chapter 22; and/or Official Compilation of the Rules and Regulations of the State of Tennessee, Chapter 0450-1 (LPC), 0450-02 (MFT), or 0450-03 (CPT).

**YOUR DOCUMENTS (INCLUDING THE COMPLETED SUMMARY FORM) MUST BE MAILED OR FAXED WITH THIS TRACKING FORM**

3167

CE Compliance Unit Staff  
 James Hill

1-800-778-4123 ext. 532-2520 or (615) 532-2520

**The compliance unit staff cannot answer questions regarding the requirements or penalties for non-compliance.**

**For questions on the continuing education requirements or penalties for non-compliance, please contact the Board for Professional Counselors, Marital and Family Therapists, and Clinical Pastoral Therapists at 1-800-778-4123 ext. 741-5735 or 615-741-5735.**

**PLEASE ATTACH THIS FORM TO ANY DOCUMENT(S) SUBMITTED BY MAIL OR FAX @ 615-401-7683**

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|---|---|
| <b>FOR OFFICE USE ONLY</b>                                      |   |
| <input type="checkbox"/> <b>Non-compliant</b><br>_____<br>Hours | <input type="checkbox"/> <b>Compliant</b><br>_____<br>Hours |