



## ALABAMA PRIVATE INVESTIGATION BOARD Continuing Education Reporting Form



*Instructions: This form is for licensees to keep a record of the required continuing education for license renewal. Please update this form each time a CEU is completed and attach a copy of proof of having completed each CEU. The licensee will need to keep this in their files for a period of at least 3 years. Do not send this form and documentation into the APIB office until you are notified by the Board that you have been selected for audit.*

*Requirements: Each licensee is required to complete sixteen (16) hours of continuing education units (CEU's) over the two-year licensure period. Of these required hours, two (2) hours in Ethics will be required over the two (2) year licensure period. Please refer to CHAPTER 741-X-7 – Continuing Education in the Rules and Regulations of the Board for detailed information.*

*Units of Measure: for continuing education shall be:*

**For Traditional CEU's:**

1 contact hour = 50 minutes  
0.5 contact hour = 25 minutes

**For College or University Courses:**

15 contact hours = 1 academic semester quarter hour  
10 contact hours = 1 academic quarter credit hour

*Please complete the below information:*

Name: \_\_\_\_\_ LPI#: \_\_\_\_\_ Date License was Issued: \_\_\_\_\_

Reporting Period \_\_\_\_\_ to \_\_\_\_\_ Total Number of Hours Earned: \_\_\_\_\_

**Section 1 – Ethics.**

Two (2) CEU's are required in Ethics for each license renewal period (CHAPTER 741-X-7-.01 (4)(a) of the Rules and Regulations). Please list below each CEU taken and completed for Ethics credit:

Course ID	Course Title	Start Time – End Time	Providing Organization	CEU's Earned

Enter Total Number of Ethics CEU's: \_\_\_\_\_

**Section 2 – Investigator/Investigation.**

Fourteen (14) CEU’s are required in Investigator/Investigation related courses for each license renewal period (CHAPTER 741-X-7.01 (4)(a) of the Rules and Regulations).

Please list below each CEU taken and completed for Investigator/Investigation credit:

Organization	Course ID	Course Title	Start Time-End Time	CEU's Earned

Enter Total Number of Investigator/Investigation CEU's: \_\_\_\_\_

**Section 3 – Nontraditional.**

Additional methods may be utilized for obtaining continuing education hours (please refer to CHAPTER 741-X-7-.02 (4) of the Rules and Regulations). Please list below each CEU taken and completed for Nontraditional credit:

- o Received a grade of C or better in a college or university course which comprises part of the professional requirements for a formal education in a criminal justice education program, or any course that shall enhance a private investigator’s professional growth and development.

Course Title	College or University	Semester/Quarter Hours Earned	Date Earned	Grade

Number of CEU's Earned: \_\_\_\_\_

- o Membership in professional organizations, holding office in, or participating on boards or committees pertaining to Private Investigation may be counted up to two (2) hours for each renewal period.

Organization	Term of Membership	Office Held	Board or Committee	Specific Participation

Number of CEU's Earned: \_\_\_\_\_

- o By completing a self-study course, such as a course offered on the internet, which has been approved by the Alabama Private Investigators Association or the Board for a specific number of continuing education hours. No more than eight (8) contact hours of continuing education units of self-study may be applied for a renewal of a license.

Self-Study Course Title	Approved By	Date	CEU's Earned

Number of CEU's Earned: \_\_\_\_\_

- o Preparation and presentation of a lecture approved for continuing education hours shall be eligible for two (2) contact hours for each contact hour of presentation for the first presentation. Subsequent presentations of the same lecture will not be awarded additional contact hours.

Name of Presentation	Presented To	Date of Presentation	Time of Presentation	CEU's Earned
			to	
			to	

Number of CEU's Earned: \_\_\_\_\_

**[Section 4 – Affidavit.](#)**

I, \_\_\_\_\_, affirm that this report is based on the requirements set forth in the Alabama Private Investigation Boards Administrative Code Section 741-X-7-.01 Continuing Education. I affirm that all the information submitted with this form is an accurate and true representation of my continuing education activities for meeting the requirements for renewal of my Alabama Private Investigator License.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date