

PLEASE READ BEFORE YOU PROCEED.

Thank you for choosing C.O.E. Continuing Education.

Due to the new state board rules, Effective April 1, 2012,
C.O.E. is no longer required to submit your CE hours to the NC State Board.

WHAT TO DO AFTER YOU COMPLETE YOUR COURSE

It is now the licensee responsibility to maintain a copy of your CE Record and Certificate.

DO NOT SEND DOCUMENTS TO THE STATE BOARD.

Beginning July 1st. you will be able to renew your license online or
[CLICK HERE to print the license renewal form](#)

Thereafter you must hold on to your documents as proof that you did complete your
Continuing Education, for auditing purpose.

[CLICK HERE TO RENEW YOUR LICENSE ONLINE](#)

North Carolina Board Of Cosmetic Arts Examiners
1207 Front Street
Raleigh NC 27609
919-733-4117

**YOUR CE RECORD OF ATTENDANCE IS ON PAGE 2.
SCROLL DOWN.**

{Print this form and maintain in your records}

CE SPONSOR

**C.O.E. CONTINUING EDUCATION
P.O. BOX 35606
FAYETTEVILLE NC 28303
1-800-795-3001**

RECORD OF ATTENDANCE FORM

Course Title: 8 HR. LESSON PLAN DEVELOPMENT

Course Description: This course is design for cosmetologist. This class entails the importance of Developing Course Curriculums, Competencies and Performance Standards, Developing Learning Outcomes & Manipulative Skill Training.

Date Conducted: ____/____/____ (Certificate will reflect the date)

Address, location where the class was conducted: Correspondence

Continuing Education hours Earned: 8

This form is not valid without a copy of the Certificate of Completion

Please maintain a copy of this form along with a copy of your Certificate for your records.
Audits of the licensee continuing education may be conducted at any time and upon the board request each licensee shall provide completed records to the board

The board may suspend a license, revoke a license or deny the renewal of any licensee, who fails to comply with any provision in the rules

The presentation of fraudulent continuing education documentation to the board by a licensee shall result in a civil penalty of \$500.00