



QEI SERVICES LLC
127 Union Ave
Middlesex, NJ 08846

INSTRUCTIONS FOR COMPLETING THE QEI SERVICES CONTINUING EDUCATION AFFIDAVIT

1. General: An affidavit is a sworn statement, and your signature on it must be notarized.
2. For your convenience, QEI Services has provided this form for your affidavit. You may, however, use a different format provided all of the information shown on the QEI Services form is included.
3. Applicant: Enter your name.
4. Current QEI Certification Number: Enter your current certification number
5. Certifying Organization: Enter your accredited certifying organization.
6. Calendar Year: Enter the applicable calendar year.
7. Activity Table:
 - 7.1 In the “CEU Activity” column, enter the title/description of the activity, course, seminar, etc.
 - 7.2 In the “Sponsored by” column, enter the name of the sponsoring organization.
 - 7.3 In the “Classroom Hours” column, enter the number of contact hours for the activity, course, seminar, etc.
 - 7.4 In the “Date Completed” column, enter the date the activity was completed.
 - 7.5 In the “CEU Credits” column, enter the number of CEU credits claimed for the activity. Generally, this number will be assigned by the sponsoring organization. The maximum number of CEU credits for various activities is shown in ASME QEI-1 sections 2-3 and 3-3. If you are unsure, contact QEI Services for a determination.
8. You must sign and date the affidavit, and ***your signature must be notarized***. The bottom right corner of the form is reserved for the notary seal. If you use more than one page of the form, each page must be signed, dated, and notarized.
9. Attach copies of your documentary evidence for completed CEU activities to the notarized form. Documentary evidence includes participation/completion certificates, etc. You do not need to sign or notarize this documentary evidence.

Notes:

1. All CEU activities and CEU credits must meet with the approval of QEI Services LLC. QEI Services maintains a list of approved courses, seminars, etc. which is available to all persons certified by QEI Services. Other activities, not on that list, may be acceptable. If you have questions, please contact QEI Services by telephone at 1-888-651-9209 or by fax at 1-732-302-0399.
2. ***The completed original Continuing Education Affidavit with attachments must be submitted with your renewal application.***
3. Keep copies for your records. QEI Services and ASME QEI-1 require that all renewal applicants retain CEU documentation for a period of two years from the date of the renewal.

CONTINUING EDUCATION AFFIDAVIT

To: QEI Services LLC

From:		
	Applicant	Current QEI Certification Number
		Certifying Organization

Subject: Continuing Education Activity for Calendar Year:

I have completed the following continuing education activities in accordance with the maintenance of qualifications requirements of Parts 2-3 and 3-3, as applicable, of the current edition of ASME QEI-1.

CEU Activity	Sponsoring Organization	Classroom Hours	Date Completed	CEU Credits

I certify that the foregoing statements are true and that I have documentary evidence for each activity.

Applicant's Signature	Date