

**CITY OF WICHITA
OFFICE OF CENTRAL INSPECTION
CONTINUING EDUCATION CLASSROOM HOUR LOG**

Name of Certificate Holder _____

For the **two-year** reporting period
January _____ to December _____

As per City ordinance, each licensee is required to maintain the records used to support credits claimed, and **keep attendance verification records in the form of completion certificates or other documents supporting evidence of attendance and must present them to the City of Wichita upon request. All documents are required to list classroom hours received.** You are required to keep these records for at least 4 years. Please use this log to track Continuing Education Hour's earned. A minimum of 12 classroom hours are required in each two-year period and 6 of the hours shall be code related.

Dates of Activity MM DD YY	Title of Program/ Description	Name of Sponsoring Organization/School Location (City & State)	Instructor/Speaker's Name	Number of Classroom hours Earned	Approved as Code Education Yes / No
1					
2					
3					
4					
5					

6 _____ CEU claimed (Total lines 1-5)

7 _____ Total Code Hours (Minimum of 6 required)

8 _____ Total Classroom Hours (Minimum of 12 required)

Submit to OCI with your certificate renewal form.

Keep a copy for your records