



ALABAMA LOCAL TAX INSTITUTE OF STANDARDS AND TRAINING

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ALTIST Certified Revenue Examiners Program – AUBURN UNIVERSITY GEDI, 213 Extension Hall – Auburn, Alabama 36849-5225

CONTINUING EDUCATION (CE) REPORTING FORM

Name: Telephone:

Address:

City: State: Zip:

Current Employer Name:

Employer Address:

City: State: Zip:

Continuing Education Hours Earned by ALTIST Standards:

Table with 2 columns: Description of CE activity and Hours. Rows include Education Programs Attended, Speaker or Instructor, Individual Self-Study, ALTIST CRE Annual Update Course, and Total Continuing Education Hours Claimed.

List continuing education courses on page 2. You are required to complete and report a minimum of 40 hours of Continuing Education each calendar year. Eight of those hours MUST be the ALTIST CRE Annual Update Course. Continuing education hours must be earned between January 1, and December 31, of the reporting year. No more than 8 hours in behavioral courses will be accepted. No more than 16 hours can be granted for individual self-study (online or distance learning) programs. Any non-sponsored coursework must be submitted to the ALTIST Continuing Education Committee, via GEDI, at least 30 days prior to the beginning of the coursework. There is no provision for carry-over of continuing education hours to succeeding years.

Continuing education hours are not required for those who have completed their certification in the current reporting year.

I certify under penalty of perjury that all representations made on this form are true and accurate and that I have not been convicted of any felony during the time from January 1, of the reporting year through the date below.

REQUIRED SIGNATURE: DATE:

(Applicant)

GEDI USE ONLY NOTES:

CRE Continuing Education Courses

At least eight hours must be the ALTIST Certified Revenue Examiner Update Course.

Education Programs Attended:

| Title of Program or Description of Content | Program Sponsor | Program Location | Principal Instructor | Date(s) | Hours |
|---|--------------------|------------------|----------------------|---------|-------|
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| | | | | | |
| ALTIST CRE Annual Update Course (REQUIRED) | GEDI, Auburn Univ. | | | | 8 |

Total _____

Individual Self-Study (Total 16 hours maximum):

| Program Title or Description of Content | Program Sponsor | Program Location | Program Dates | Presentation Hours |
|---|-----------------|------------------|---------------|--------------------|
| | | | | |
| | | | | |
| | | | | |

Total _____

Speaker or Instructor:

Credit for individuals serving as a speaker, discussion leader, or instructor is equal to twice the number of actual hours taught during the session.

| Program Title or Description of Content | Program Sponsor | Program Type (i.e. Online, etc.) | Date(s) | Hours |
|---|-----------------|----------------------------------|---------|-------|
| | | | | |
| | | | | |
| | | | | |

Total _____

Inactive Status

Due to the circumstances outlined below, I wish to go on "Inactive Status" for a period of one year. I understand that I will need to reapply to the ALTIST Board for my recertification. I also understand if my Inactive Status lasts longer than 3 years, my certification will be suspended according to ALTIST policy.

Reasons: (I.e., Military Leave, Family Illness)
