



Georgia Continuing Logger Education *Provider Attendance Instructions*



After your event, please provide us with a complete attendance record of those who earned CLE credits. You should send us this attendance record as soon as possible, ***no more than*** 3 weeks of the event held. **If you need to reschedule your event due to weather, Covid-19, or other factors, please contact us so that we can edit your paperwork including CHN certificate to reflect an accurate event date.**

Please send us electronic documentation of attendees that earned CLE credit (excel format preferred). Please do ***not*** send copies of handwritten sign-in sheets (including pdf and jpg format).

The attendance sheet (.xls or .doc) should include:

- Event Name & Date
- Participants Names
- MTH number
- If applicable, include an indication of those who received full CLE credit (as opposed to an all-inclusive list of those who registered for an event)

Below is an example of the excel spreadsheet that is required:

	A	B	C	D	E
1	EVENT NAME/CHN #:				
2	DATE:				
3	TIME:				
4					
5	PARTICIPANTS:				
6	First:	MI:	Last:	MTH #:	Email:
7					
8					
9					
10					

Please Note: As a CLE provider, you are responsible for recording those who received GA MTH credit. We will not accept registration rosters in lieu of your confirmed list of participants earning CLE credit. In the event of discrepancies, we will instruct individuals to resolve issues with you directly. Out of professional courtesy, please make every effort to provide us with a complete and accurate record on the first attempt. We appreciate your help with this professional education program.

Please return your attendance sheet via email to david.james2@uga.edu or oliviam@uga.edu

⇒ *Questions? Contact us at 706-542-7691*



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