

**N.H. FORESTER LICENSING**

**REQUEST FOR ASSIGNMENT OF CONTINUING EDUCATION UNITS\***

**FOR NH JOINT BOARD USE ONLY**  
**Continuing Education**  
**Units Assigned: \_\_\_\_\_**

Send completed request form to:  
 Donna Lobdell  
 N.H. Joint Board  
 57 Regional Drive  
 Concord, NH 03301  
 dlobdell@nhsa.state.nh.us

Date of Event:	Have you offered this Course before? <input type="checkbox"/> Yes <input type="checkbox"/> No
Location of Event:	
If Previously Offered Has Agenda Changed? <input type="checkbox"/> Yes <input type="checkbox"/> No	Date Course Last Offered:
Event Title:	
Name and Title of Instructor:	
Sponsoring Organization:	
Classroom Contact Hours:	Field Contact Hours:
Person Requesting CEU's Information Name:	Contact Person Information Name:
Address:	Address:
Address:	Address:
Phone Number:	Phone Number:
Email:	Email:
<input type="checkbox"/> Included Agenda: <b><u>A completed agenda includes the names and titles of instructors; time allotted to breaks/meals and whether classroom and/or field session. Please note that requests without a complete agenda will not be approved.</u></b>	

**All events approved for CEUs will be listed on the Board Web Site:  
[www.state.nh.us/jtboard/ceus.htm](http://www.state.nh.us/jtboard/ceus.htm)**

Fors 403.04 Assigning CEUs.

- (a) The board shall assign CEUs for:\*
- (1) Approved workshops, meetings, courses, seminars, tours or field sessions related to the practice of forestry.
  - (1) Elected or appointed office or active committee assignment in forestry or closely allied professional organization, or for serving on national, state or local boards that deal with natural resource and land use issues; and
- (b) All workshops, meetings, college level credit courses, courses, seminars, tours, or field sessions shall be assigned CEU's by the board 30 days following a request made in accordance with Fors 40304 (c).
- (b) Sponsoring organization(s), individual(s), or agencies, or an individual forester shall request assignment of CEUs by including the following on forms provided by the board:
- (1) Date of event;
  - (2) Title;
  - (3) Agenda;
  - (4) Name and title of instructors;
  - (5) Sponsoring organization;
  - (6) Contact hours;
  - (7) Classroom and field hours'; and
  - (8) Contact person.

Fors 403.05 CEU Credits. CEUs shall be assigned by the board as follows:

- (a) up to one CEU for each hour of actual classroom contact of workshops, meetings, courses, or seminars attended;
- (a) Up to one CEU for 3 contact hours of a tour or field session;
- (a) Up to one Ceu for each contact hour for a college level credit course for passing grades when grades are awarded;
- (a) Up to one CEU per year for elected or appointed office, or active committee assignment. There shall be no more than 2 CEUs allowed per biennium in this category.