

**FORENSIC TOXICOLOGY LABORATORY
OFFICE OF CHIEF MEDICAL EXAMINER
CITY OF NEW YORK**

CONTINUING EDUCATION

ANNUAL SUBMISSION FORM

The form must be filled-out completely for activities accrued January 1, 2013 – December 31, 2013.

A minimum of 5 continuing education points must be earned during each calendar year.

INSTRUCTIONS:

1. Complete the form as indicated, making an entry for each item, as applicable. If necessary, attach additional sheets. You must maintain all supporting documentation for your continuing education activities claimed.
2. This form is provided in MS Word format for ease of use; do not edit the form.
3. All reported activities must be related to forensic toxicology. Agendas should be submitted for non-traditional meetings or activities (SOFT, AAFS, CAT, etc. are exempt).
4. All submissions of distance learning and self-study must be accompanied by a certificate of completion. Credit for unsupervised self-study will not be granted.

Name	
Title	

SIGNATURE:

In support of the information provided on this form, I affirm that all of the statements made herein or associated herewith are true, complete, and correct to the best of my knowledge and belief and are made in good faith.

Signature _____ Date: _____

CONTINUING EDUCATION SUMMARY

Activity	Points
Traditional Continuing Education	
Professional/Technical Development	
Leadership	
Teaching	
Organizational Membership	
Other	
Total Points for 2013	

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Traditional Continuing Education	Institution/Sponsor	Location	Date(s)	Points
<u>Meetings:</u> <i>DO NOT LIST WORKSHOPS AND SEMINARS (see below).</i>				
<u>Workshops and Seminars:</u> <i>Provide workshop titles. Also indicate half-day (1 point) or full-day (2 points).</i>				

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Examples of Activities:

- Meetings of professional organizations (scientific sessions only) 0.25 points/contact hour
- Meetings, short courses, workshops or seminars 2 points/day
- Relevant college or university level courses 10 points/3 credit hours
- Other documented education (distance learning, self-study) 0.25 point/hour

These activities MUST be related to forensic toxicology.

Examples of Documentation:

- Registration receipt or badge
- Certificate of participation
- Transcript
- Certificate of completion

Professional/Technical Development	Where Presented/Publish/Submitted	Points

Examples of Activities:

Research presented at a meeting or published a peer-reviewed journal article (provide citation)
 Authorship of a book chapter or monograph
 Reviewer/referee of a technical manuscript or abstract

These activities MUST be related to forensic toxicology.

5 points
 5 points
 1 point per manuscript/0.25 point abstract

Examples of Documentation:

Copy of written works
 Letter from Editor
 Copy of review
 Provide name of journal

Leadership	Organization/Institution	Points

Examples of Activities:

Elected officer or Board member in a professional organization
 Committee/Workshop Chair
 Committee Member/Meeting Moderator

These activities MUST be related to forensic toxicology.

2 points/year
 2 point/year
 1 point/year

Examples of Documentation:

Letter of appointment
 Report/Program
 Report/Program

Teaching	Institution/Sponsor	Location	Dates	Points

Examples of Activities:

Teaching of forensic toxicology-related subject 1 point/contact hour
 Teaching of science-related subject 0.5 point/contact hour
 Presentation in a short course or workshop or seminar 1 point/contact hour

These activities MUST be related to forensic toxicology.

Examples of Documentation:

Syllabus
 Evaluation
 Letter of thanks

Organizational Membership (2 points maximum/year)	Points

Examples of Activities:

Membership in forensic organization 1 point/year
 Membership in scientific organization 0.5 point/year

These activities MUST be related to forensic toxicology.

Examples of Documentation:

Membership directory

Other (approved by FTL Director)	Points

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