

**SUGGESTED MODEL**

**UNIFORM CERTIFICATE OF ATTENDANCE FOR ORIENTATION PROGRAM AND  
CONTINUING EDUCATION**

Name & Position: \_\_\_\_\_

Appointment/Employment Date: \_\_\_\_\_ Filing Date: \_\_\_\_\_

I have attended the following orientation or continuing education program(s) within the last three hundred and sixty-five days. (NOTE: a program completed more than one hundred and eighty days prior to the date of your initial appointment or employment may not be used to satisfy this requirement):

1. Program Name: \_\_\_\_\_ Course Number: \_\_\_\_\_

Sponsor: \_\_\_\_\_

Location: \_\_\_\_\_

Date: \_\_\_\_\_ Number of Hours: \_\_\_\_\_

2. Program Name: \_\_\_\_\_ Course Number: \_\_\_\_\_

Sponsor: \_\_\_\_\_

Location: \_\_\_\_\_

Date: \_\_\_\_\_ Number of Hours: \_\_\_\_\_

NOTE: Attach documentation of attendance

I am exempt from the orientation and continuing education requirements because:

- ☐ I am certified by the American Institute of Certified Planners
- ☐ I hold a masters or doctorate degree in planning from an accredited college or university
- ☐ I hold a masters or doctorate degree or have specialized training or experience in a field related to planning as determined by the South Carolina Planning Education Advisory Committee on Educational Requirements for Local Government Planning or Zoning Officials and Employees.

Please describe your advanced degree or specialty: \_\_\_\_\_

☐ I am licensed to practice law in South Carolina

NOTE: Attach documentation of exemption

I certify that I have satisfied or am exempt from the educational requirements for local planning or zoning officials or employees.

Signature: \_\_\_\_\_