

Yearly CE Plan Template

Map mandated topics, hands-on courses, webinars, and team training for the year on one page.

Practice / Provider Name:		License State(s):		Renewal Deadline:	
Year:		CE Target Hours:		CE Budget (\$):	

Regulatory Requirements Summary:

Mandated Topic	Hours	Required Format	Due By	Notes

Year-at-a-Glance CE Calendar:

Quarter	Month	Planned Course / Topic	Format (Hands-on / Live Virtual / Hybrid)	Est. Hours	Est. Cost (\$)	Notes / Outcome Goal
Q1	Jan					
Q1	Feb					
Q1	Mar					
Q2	Apr					
Q2	May					
Q2	Jun					
Q3	Jul					
Q3	Aug					
Q3	Sep					
Q4	Oct					
Q4	Nov					
Q4	Dec					

Progress & Tracking:

	Target	Completed	Remaining
Total Hours			
Mandated Hours			
Hands-on / Workshop Hours			

Live Virtual / Webinar Hours			
Budget (\$)			

Tips: Review this plan quarterly. Store this page with certificates and syllabi in a CE-[Year] folder. Align at least one major course with a clear ROI or clinical outcome goal.

Produced for CE Crowd. Pair this template with your CE ROI Toolkit and CE Course Vetting Checklist.