

Audit Packet Checklist

Use this one-page reference when a board, payer, or internal reviewer asks for proof. Assemble evidence before a deadline turns document hunting into crisis work.

01 Packet cover summary

- ☐ Clinician name, credential type, license number, issuing state, and renewal cycle.
- ☐ Total hours required, total hours completed, and hours remaining.
- ☐ Category requirements, including ethics, supervision, cultural competency, and state-specific items.
- ☐ Reviewer name, review date, and open follow-up items.

02 License evidence

- ☐ Current license copy or primary-source board lookup screenshot.
- ☐ Documentation of any conditions, probation status, or board correspondence if applicable.
- ☐ Evidence that the license was active during the relevant service period.

03 CE proof

- ☐ Certificate of completion for every logged course.
- ☐ Course title, date completed, provider, delivery format, and number of hours.
- ☐ Provider approval number or board approval evidence where required.
- ☐ Mapping from each certificate to the requirement or category it satisfies.

04 Internal records

- ☐ Reminder history for renewal and missing-document requests.
- ☐ Clinician attestations the practice relied on.
- ☐ Escalation notes and outcome for any gap, lapse, or missing proof.
- ☐ Retention note showing where the final packet is stored.