

2026 CALIFORNIA RN CE AUDIT

Check the proof before you send it.

Use this one-page review to match every counted contact hour to its original certificate or grade slip. Keep the files under your control.

If you received a BRN audit notice, use it first.

Its deadline, renewal period, requested documents, and submission instructions control.

Seven checks before submission

- 01 Confirm the requested cycle**
Write down the exact renewal period and response deadline from the notice.
- 02 Gather original proof**
Collect each completion certificate or grade slip - not only an invoice or dashboard screenshot.
- 03 Match every field**
Check learner name, course title, provider name, CEP number, completion date, and contact hours.
- 04 Verify the provider**
Recheck the live provider status and keep the result separate from the certificate.
- 05 Reconcile the total**
Count only the hours that apply to the requested cycle and resolve duplicates or gaps.
- 06 Index the filenames**
Give each proof file a consistent name and match it to one row in your CE ledger.
- 07 Preserve and follow**
Keep the originals and a backup, then submit only as the notice instructs.

PACKET QUICK VIEW

Collect, match, retain.

- Audit notice or renewal context
- One CE course ledger
- Certificate or grade-slip files
- Provider and CEP details
- Certificate-to-ledger index
- Private backup you control

ShiftProof organizes records. It does not determine eligibility, submit documents, or guarantee an audit result.

NEED THE FILLABLE OFFLINE ORGANIZER?

Get the complete Audit Pack - \$9 once

Offline workbook, CE ledger, certificate index, renewal-day checklist, and backup instructions. Instant ZIP. No subscription.

shiftproof-rn-renewal.deweyf.chatgpt.site/california-rn-ce-audit-pack



Official sources

<https://www.rn.ca.gov/licensees/ce-renewal>
<https://www.rn.ca.gov/applicants/cep-lic>

Reviewed August 29, 2026

Independent resource - not affiliated with the California BRN