

Continuing Professional Education Application For AHRMM Affiliated Chapters

AHRMM offers contact hours for Continuing Professional Education (CPE) programs that meet the requirements listed below. If your chapter would like to offer CPE contact hours for an upcoming educational program or course, please complete the application below.

Instructions for Submission

- Applications must be accompanied by one CPE Session Description Form for each educational session within the program. Incomplete applications will not be processed. For a list of required documentation, please refer to the checklist on page 2.
- 60 minutes of education = 1 contact hour. This includes educational presentation portions of the program and does not include time spent on general announcements, breaks, exhibits, and association meetings.
- Content presented must be educational and deliver best practices, case studies, resources, or solutions that are non-commercial. Presentations that are commercial in nature and/or attempt to sell specific vendor products and/or services will not be accepted.
- Application forms and required documentation may be emailed to ahrmm@aha.org. Please allow two weeks for processing. Additional time may be required for larger applications or multi-day events. Upon receipt of all required information, AHRMM will review the content and contact the applicant regarding the certificate fee. Upon receipt of payment, a certificate (or certificates) will be sent to the email address listed on the application.
- The certificate fee for affiliated chapters is \$75/hour for Standard chapters, \$60/hour for Bronze chapters, \$45/hour for Silver chapters, and \$34/hour for Gold and Diamond chapters. Certificate fees are non-refundable and must be received before the certificate will be awarded. In the event of an event's cancellation, the certificate fee may be applied to a future event.
- Every reasonable effort should be made by program sponsors/organizers to verify that recipients complete the education for which contact hours are awarded. The retention of records of attendance and the distribution of certificates to attendees is the responsibility of the sponsor. Neither AHA nor AHRMM will track credits for participants, and they cannot verify an individual's participation in an educational activity.
- For educational events that include multiple concurrent sessions, AHRMM will provide the applicant a list of the sessions that are approved and the number of CPE contact hours determined for each corresponding session. Event hosts are responsible for tracking attendee participation and ensuring participants are only awarded CPE contact hours for the approved education they attended.

For questions please contact AHRMM directly at (312) 422-3840 or ahrmm@aha.org.

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Program Title (as it is to appear on the certificate)

Program Date and Location (city, state)

Total Number of CPE Session Description Forms Included in Application

Total Number of CPE Credits Requesting

Continuing Education Approval Checklist

___ Complete Application Form

___ Program outline with timed agenda – marketing pamphlet or brochure, drafts permissible.

___ One (1) complete CPE Session Description Form per educational session within the program.

Applicant Information

CHAPTER NAME, as it is to appear on the certificate		
CONTACT NAME		
TITLE		
MAILING ADDRESS		
CITY	STATE	ZIP
PHONE	FAX	
E-MAIL		