

ACMPE Continuing Education

Calculate your credit hours with the Calculation Worksheet below and submit your hours online with the following instructions:

1. Go to www.mgma.com.
2. Log in using your member ID # and password.
3. After logging in, Select the "My Dashboard" button at the top
4. Under "Manage My Account" section, select "ACMPE Tracking".
5. Select "Add ACMPE Continuing Education Hours".
6. Follow the on-screen instructions. You will need the title of the conference/seminar, the number of credit hours earned, and the end date of the program.
7. Please allow 24-48 hours for credit hour submissions to be reflected on your transcript.
8. You do not need to mail or fax any paperwork.
9. Please retain a copy of your calculation worksheet and any other continuing education documentation.

ACMPE Continuing Education Credit Calculation Worksheet

Wednesday, May 8th

Time	Session	Hours	Earned
4:00 pm - 5:00 pm	General Session	1.0	_____

Thursday, May 9th

Time	Session	Hours	Earned
8:00 am - 9:30 am	General Session	1.5	_____
10:15 am - 11:15 am	General Session	1.0	_____
11:15 am - 11:45 am	NCMGMA Business Meeting	.5	_____
1:00 pm - 2:00 pm	General Session	1.0	_____
2:45 pm - 4:00 pm	General Session	1.25	_____

Friday, May 10th

Time	Session	Hours	Earned
8:00 am - 9:00 am	ACMPE Presentation	1.0	_____
9:00 am - 12:00 pm	General Session	3.0	_____

Maximum hours assigned 10.25

Please submit hours online at www.mgma.com. Keep this worksheet for your records. DO NOT FAX OR MAIL.