

ACMPE Continuing Education

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

- Go to www.mgma.com.
- Log in using your member ID # and password.
- After logging in, Select the "My Dashboard" button at the top
- On the left side of your screen, select "Claim Education Credit"
- Select "ACMPE Tracking"
- Select "Add ACMPE Continuing Education Hours"
- Follow the on-screen instructions. You will need the following:
 - Date Earned
 - Amount Earned (number of hours)
 - Session Type (select from list)
 - Session Source (select from list or "Other")
 - Session Name

ACMPE Tracking can be used to track and view your ACMPE continuing education, log your program requirements, and stay up to date on your ACMPE certification status. Please contact the ACMPE Certification team at acmpe@mgma.com or 877-275-6462 Ext. 1259 with any questions regarding your ACMPE tracking.

ACMPE Continuing Education Credit Calculation Worksheet

Wednesday, May 18th

Time	Session	Hours	Earned
2:00 PM - 4:00 PM	Pre-conference Am I An 8?	2.0	_____
4:00 PM - 5:00 PM	Opening Session Toxic Staff: Vampires@Work	1.0	_____

Thursday, May 19th

Time	Session	Hours	Earned
8:30 AM - 9:30 AM	General Session Follow Me	1.0	_____
10:30 AM - 11:30 AM	General Session NCDOL Update	1.0	_____
1:00 PM - 2:00 PM	General Session What's Your Culture Club?	1.0	_____
2:00 PM - 2:45 PM	NCMGMA Business Meeting	.75	_____
3:30 PM - 4:30 PM	General Session Creativity: It's Still There, Just Snoozing	1.0	_____

Friday, May 20th

Time	Session	Hours	Earned
8:00 AM - 8:45 AM	ACMPE Presentation ACMPE Certification & Fellowship	.75	_____
9:00 AM - 9:45 AM	Roundtable Session	.75	_____
10:00 AM - 11:00 AM	General Session Legislative Days: Why it Matters to You	1.0	_____
11:15 AM - 12:30 PM	General Session Panel Discussion with NC Candidates	1.25	_____
	Maximum hours assigned	11.5	_____

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