

# 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](http://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. On the left side of your screen, select "Claim Education Credit"
5. Select "ACMPE Tracking"
6. Select "Add ACMPE Continuing Education Hours"
7. 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](mailto:acmpe@mgma.com) or 877-275-6462 Ext. 1259 with any questions regarding your ACMPE tracking.

## ACMPE Continuing Education Credit Calculation Worksheet

### Wednesday, May 15th

Time	Session	Hours	Earned
1:30 PM - 3:30 PM	Pre-conference Maximizing Healthcare Efficiency	2.0	_____
3:30 PM - 5:00 PM	Opening Session NCMGMA Listerv Live!	1.5	_____

### Thursday, May 16th

Time	Session	Hours	Earned
8:30 AM - 9:30 AM	Welcome and General Session Lead Your Evolution	1.0	_____
10:15 AM - 11:15 AM	General Session Elevate Your Executive Presence and Personal Brand	1.0	_____
12:45 PM - 2:00 PM	General Session Joe Public 2030	1.25	_____
2:30 PM - 3:30 PM	General Session Best Practice End of the Month Reporting	1.0	_____

### Friday, May 17th

Time	Session	Hours	Earned
8:30 AM - 9:30 AM	ACMPE Presentation & Business Meeting Certification and Fellowship	1.0	_____
9:30 AM - 10:30 AM	General Session Have a Voice, Not Merely a Seat at the Table	1.0	_____
10:45 AM - 12:00 PM	General Session NC Legislative Landscape	1.25	_____
Maximum hours assigned		11.0	_____

Please submit hours online at [www.mgma.com](http://www.mgma.com). Keep this worksheet for your records. DO NOT FAX OR MAIL.