

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. Under the Welcome message, select My Profile.
4. Choose My Transcript from the choices in the left column.
5. Select Add New Credits.
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, October 17th

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

Thursday, October 18th

Time	Session	Hours	Earned
8:00 am - 9:30 am	General Session	1.5	_____
10:30 am - 11:45 am	General Session	1.25	_____
1:00 pm - 2:00 pm	Breakout Sessions	1.0	_____
2:45 pm - 4:00 pm	General Session	1.25	_____

Friday, October 19th

Time	Session	Hours	Earned
8:00 am - 9:00 am	ACMPE Breakfast or Roundtable Networking	1.0	_____
9:00 am - 10:00 am	General Session	1.0	_____
10:15 am - 11:30 am	Breakout Sessions	1.25	_____
Maximum hours assigned 9.25			_____

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