

# 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. 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, May 9th

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

### Thursday, May 10th

| Time                | Session                 | Hours | Earned |
|---------------------|-------------------------|-------|--------|
| 8:00 am - 9:30 am   | General Session         | 1.5   | _____  |
| 10:30 am - 11:30 am | General Session         | 1.0   | _____  |
| 11:30 am - 12:15 pm | NCMGMA Business Meeting | .75   | _____  |
| 2:00 pm - 2:45 pm   | Breakout Sessions       | 0.75  | _____  |
| 3:45 pm - 5:00 pm   | Breakout Sessions       | 1.25  | _____  |

### Friday, May 11th

| Time                | Session                                    | Hours | Earned |
|---------------------|--|-------|--------|
| 7:30 am - 8:30 am   | ACMPE Breakfast<br>or Specialty Networking | 1.0   | _____  |
| 8:30 am - 9:45 am   | Breakout Sessions                          | 1.25  | _____  |
| 10:15 am - 11:45 am | General Session                            | 1.5   | _____  |

**Maximum hours assigned 10.0** \_\_\_\_\_

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