

# 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. 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, October 6th

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

### Thursday, October 7th

Time	Session	Hours	Earned
8:30 am - 9:30 am	General Session	1.0	_____
10:30 am - 11:30 am	General Session	1.0	_____
1:00 pm - 2:00 pm	General Session	1.0	_____
2:00 pm - 2:30 pm	NCMGMA Business Meeting	.5	_____
3:00 pm - 4:00 pm	Concurrent Breakouts	1.0	_____

### Friday, October 8th

Time	Session	Hours	Earned
8:00 am - 9:00 am	ACMPE Presentation	1.0	_____
9:00 am - 10:00 am	Roundtable Session	1.0	_____
10:15 am - 11:00 am	Regulatory and Legal Updates	.75	_____
11:15 am - 12:15 pm	General Session	1.0	_____

**Maximum hours assigned 9.25** \_\_\_\_\_

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