

The AHRMM Chapter Recognition Program offers chapters five levels of recognition: Standard, Bronze, Silver, Gold and Diamond. In order to be eligible to participate in the Chapter Recognition Program, the chapter must be an affiliated chapter of AHRMM with a completed agreement, and must meet all requirements as laid out in the agreement. **Additionally, the chapter must have submitted the 2020 Affiliation Agreement (Annual Report), along with a full membership roster, to AHRMM by January 31, 2020.**

The number of points achieved on the Chapter Recognition Application Workbook, as well as the chapters' historical recognition level will determine the level of affiliation. The 2020 program covers the period from January 1, 2019 through December 31, 2019.

The information submitted in the Chapter Recognition Application Workbook will be derived from activities that occurred during this timeframe. **The deadline to apply for affiliation is March 31, 2020.** Acceptance of applications and approval of qualifications will be announced in April 2020. **The Recognition Program is not ongoing and applications must be submitted annually.**

Complete benefits and requirements for each level of affiliation are outlined on the following pages:

### HOW TO PARTICIPATE

1. Ensure you have an executed Affiliation Agreement and meet all qualifications therein.
2. Ensure you have submitted the 2020 Affiliation Agreement and chapter membership roster, including names, titles, organizations, mailing addresses, phone and email.
3. Once you submit the 2020 Annual Report, AHRMM will send your Chapter Recognition Application Workbook with AHRMM member data specific to your chapter.
4. Complete the Chapter Recognition Application Workbook and submit it, along with all supporting documentation, to [ahrmm@aha.org](mailto:ahrmm@aha.org) by **March 31, 2020**. Workbooks must be submitted digitally.

AHRMM reserves the right to alter a score if the criteria have not been met or complete documentation has not been provided.

### 2020 Program Changes

Chapter membership roster submission specification.

### **Standard Level Affiliation**

This is the basic level of chapter affiliation with minimal requirements in the areas of membership development and chapter programs and services.

#### ***Minimum Requirements***

- Executed Chapter Affiliation Agreement on file with AHRMM
- Annual Report submitted with officer roster
  - Affiliation requirements met:
    - Chapter must have at least 20 members
    - Chapters with less than 100 members must have at least 15 members who are also AHRMM members. Chapters with 100 or more members must have a minimum of 15% of members who are also AHRMM members
    - Chapter President and President-Elect are AHRMM members in good standing
    - Incorporation
    - Tax Exempt Status with IRS
    - Current bank account in good standing
    - Employer Identification Number
    - Mission Statement
    - Aggregate general or umbrella liability insurance
    - Directors and officers liability insurance
- Chapter membership roster submitted as an Excel file with the Annual Report; membership roster to include names, titles, organizations, mailing addresses, phone and email.

#### ***Standard Level Affiliation Benefits***

- Chapter information listed on [www.ahrmm.org](http://www.ahrmm.org) with link to chapter website and chapter president contact information
  - Updated by AHRMM staff at beginning of award period and as needed throughout the year
- Chapter announcements posted on the “Chapter News” page of the AHRMM website and shared with AHRMM members
  - Chapter provides updates to AHRMM as requested on a monthly basis
- Chapter events posted on the “Chapter Event Calendar” on the AHRMM website
  - Provide AHRMM with event details as they are available
- One (1) mailing list of AHRMM members in the state/region served by the chapter
  - Complimentary by request of the chapter. Chapter to provide AHRMM with digital sample of any mailing for which the list will be used. Each list is for one use only.
  - Subsequent lists available for \$75 per state/region
- AHRMM Board Member visits to chapter meetings
  - Available upon request and availability
- Chapter education programs such as CMRP Overview Session, as well as assistance identifying educational speakers
  - CMRP Review presentation, AHRMM Overview presentation available upon request
  - AHRMM Speakers Bureau List available to assist in identifying potential topics and speakers
- Access to the Chapter Resource Center for resources that can help you run your chapter more effectively

- Participate in a “Chapter Leader Roundtable Discussion” in person at the Annual Conference and/or via webinar/conference call
- Affiliated chapter emblem to be used on chapter website and promotional materials for the duration of the award period
- Discount on fees for Continuing Education Credit (CEC) Contact Hours
  - Discounted rate of \$75 per hour
- Up to two (2) emails distributed by AHRMM to AHRMM members in the state/region served by the chapter to highlight chapter events or activities
  - Chapter provides AHRMM with message content and works with AHRMM staff on distribution schedule
- Two (2) invitations to Leadership & Achievement Event at the Annual Conference
  - Chapter provides names of attendees to AHRMM by June 5, 2020
- Recognition at Leadership & Achievement Event at Annual Conference
- Recognition at General Session at Annual Conference
- Opportunity to participate in chapter events at AHRMM Annual Conference & Exposition

### **Bronze Level Affiliation**

At the Bronze Level of Affiliation, a chapter is achieving above average results in the areas of membership development and chapter programs and services.

#### ***Minimum Requirements***

- Executed Chapter Affiliation Agreement on file with AHRMM
- Annual Report submitted with officer roster
  - Affiliation requirements met:
    - Chapter must have at least 20 members
    - Chapters with less than 100 members must have at least 15 members who are also AHRMM members. Chapters with 100 or more members must have a minimum of 15% of members who are also AHRMM members
    - Chapter President and President-Elect are AHRMM members in good standing
    - Incorporation
    - Tax Exempt Status with IRS
    - Current bank account in good standing
    - Employer Identification Number
    - Mission Statement
    - Aggregate general or umbrella liability insurance
    - Directors and officers liability insurance
- Chapter membership roster submitted as an Excel file with the Annual Report; membership roster to include names, titles, organizations, mailing addresses, phone and email.
- Minimum of 180 points from Chapter Checklist with all supporting documentation submitted

#### ***Bronze Level Affiliation Benefits***

- Recognition on [www.ahrmm.org](http://www.ahrmm.org) with special Recognition Program results acknowledgement
  - AHRMM staff updates at beginning of award period
- Chapter information listed on [www.ahrmm.org](http://www.ahrmm.org) with link to chapter website and chapter president contact information
  - Updated by AHRMM staff at beginning of award period and as needed throughout the year
- Chapter announcements posted on the “Chapter News” page of the AHRMM website and shared with AHRMM members
  - Chapter provides updates to AHRMM as requested on a monthly basis
- Chapter events posted on the “Chapter Event Calendar” on the AHRMM website
  - Chapter provides AHRMM with event details as they are available
- One (1) mailing list of AHRMM members in the state/region served by the chapter
  - Complimentary by request of the chapter. Chapter to provide AHRMM with digital sample of any mailing for which the list will be used. Each list is for one use only.
  - Subsequent lists available for \$75 per state/region
- AHRMM Board Member visits to chapter meetings
  - Available upon request and availability
- Chapter education programs such as CMRP Overview Session, as well as assistance identifying educational speakers
  - CMRP Review presentation, AHRMM Overview presentation available upon request

- AHRMM Speakers Bureau List available to assist in identifying potential topics and speakers
- Access to the Chapter Resource Center for resources that can help you run your chapter more effectively
- Participate in a “Chapter Leader Roundtable Discussion” either in person at the Annual Conference or via webinar/conference call
- Recognition level emblem to be used on chapter website and promotional materials for the duration of the award period
- Discounted administration fees for Continuing Education Credit (CEC) Contact Hours
  - Discounted rate of \$60 per hour
- Up to two (2) emails distributed by AHRMM to AHRMM members in the state/region served by the chapter to highlight chapter events or activities
  - Chapter provides AHRMM with message content and works with AHRMM staff on distribution schedule
- Two (2) invitations to Leadership & Achievement Event at the Annual Conference
  - Chapter provides names of attendees to AHRMM by June 5, 2020
- Recognition at Leadership & Achievement Event at Annual Conference
- Recognition at General Session at Annual Conference
- Opportunity to participate in chapter events at AHRMM Annual Conference & Exposition
- Chapter recognition ribbons for chapter members in attendance at Annual Conference
- Recognition of Bronze level presented at Annual Conference

### **Silver Level Affiliation**

At the Silver Level of Affiliation a chapter demonstrates a solid commitment to membership development and chapter programs and services.

#### ***Minimum Requirements***

- Executed Chapter Affiliation Agreement on file with AHRMM
- Annual Report submitted with officer roster
  - Affiliation requirements met:
    - Chapter must have at least 20 members
    - Chapters with less than 100 members must have at least 15 members who are also AHRMM members. Chapters with 100 or more members must have a minimum of 15% of members who are also AHRMM members
    - Chapter President and President-Elect are AHRMM members in good standing
    - Incorporation
    - Tax Exempt Status with IRS
    - Current bank account in good standing
    - Employer Identification Number
    - Mission Statement
    - Aggregate general or umbrella liability insurance
    - Directors and officers liability insurance
- Chapter membership roster submitted as an Excel file with the Annual Report; membership roster to include names, titles, organizations, mailing addresses, phone and email.
- Minimum of 230 points from Chapter Checklist with all supporting documentation submitted

#### ***Silver Level Affiliation Benefits***

- Recognition on [www.ahrmm.org](http://www.ahrmm.org) with special Recognition Program results acknowledgement
  - AHRMM staff updates at beginning of award period
- Chapter information listed on [www.ahrmm.org](http://www.ahrmm.org) with link to chapter website and chapter president contact information
  - Updated by AHRMM staff at beginning of award period and as needed throughout the year
- Chapter announcements posted on the “Chapter News” page of the AHRMM website and shared with AHRMM members
  - Chapter provides updates to AHRMM as requested on a monthly basis
- Chapter events posted on the “Chapter Event Calendar” on the AHRMM website
  - Chapter provides AHRMM with event details as they are available
- One (1) mailing list of AHRMM members in the state/region served by the chapter
  - Complimentary by request of the chapter. Chapter to provide AHRMM with digital sample of any mailing for which the list will be used. Each list is for one use only.
  - Subsequent lists available for \$75 per state/region
- AHRMM Board Member visits to chapter meetings
  - Available upon request and availability
- Chapter education programs such as CMRP Overview Session, as well as assistance identifying educational speakers
  - CMRP Review presentation, AHRMM Overview presentation available upon request

- AHRMM Speakers Bureau List available to assist in identifying potential topics and speakers
- Access to the Chapter Leader Resource Center for resources that can help you run your chapter more effectively
- Participate in a “Chapter Leader Roundtable Discussion” either in person at the Annual Conference or via webinar/conference call
- Recognition level emblem to be used on chapter website and promotional materials
- Discount on fees for Continuing Education Credit (CEC) Contact Hours
  - Discounted rate of \$45 per hour
- Up to two (2) emails distributed by AHRMM to AHRMM members in the state/region served by the chapter to highlight chapter events or activities.
  - Chapter provides AHRMM with message content and works with AHRMM staff on distribution schedule
- Three (3) invitations to Leadership & Achievement Event at the Annual Conference
  - Chapter provides names of attendees to AHRMM by June 5, 2020
- Recognition at Leadership & Achievement Event at Annual Conference
- Recognition at General Session at Annual Conference
- Opportunity to participate in chapter events at AHRMM Annual Conference & Exposition
- Chapter recognition ribbons for chapter members in attendance at Annual Conference
- Recognition of Silver level presented at Annual Conference
- One Complimentary AHRMM publication valued at \$80 for use in chapter raffle or library. Available upon request.



### Gold Level Affiliation

At the Gold Level of Affiliation a chapter demonstrates excellence in the areas of membership development and chapter programs and services.

#### **Minimum Requirements**

- Executed Chapter Affiliation Agreement on file with AHRMM
- Annual Report submitted with officer roster
  - Affiliation requirements met:
    - Chapter must have at least 20 members
    - Chapters with less than 100 members must have at least 15 members who are also AHRMM members. Chapters with 100 or more members must have a minimum of 15% of members who are also AHRMM members
    - Chapter President and President-Elect AHRMM are members in good standing
    - Incorporation
    - Tax Exempt Status with IRS
    - Current bank account in good standing
    - Employer Identification Number
    - Mission Statement
    - Aggregate general or umbrella liability insurance
    - Directors and officers liability insurance
- Chapter membership roster submitted as an Excel file with the Annual Report; membership roster to include names, titles, organizations, mailing addresses, phone and email.
- Minimum of 280 points from Chapter Checklist with all supporting documentation submitted

#### **Gold Level Affiliation Benefits**

- Recognition on [www.ahrmm.org](http://www.ahrmm.org) with special Recognition Program results acknowledgement
  - AHRMM staff updates at beginning of award period
- Chapter information listed on [www.ahrmm.org](http://www.ahrmm.org) with link to chapter website and chapter president contact information
  - Updated by AHRMM staff at beginning of award period and as needed throughout the year
- Chapter announcements posted on the “Chapter News” page of the AHRMM website and shared with AHRMM members
  - Chapter provides updates to AHRMM as requested on a monthly basis
- Chapter events posted on the “Chapter Event Calendar” on the AHRMM website
  - Chapter provides AHRMM with event details as they are available
- One (1) mailing list of AHRMM members in the state/region served by the chapter
  - Complimentary by request of the chapter. Chapter to provide AHRMM with digital sample of any mailing for which the list will be used. Each list is for one use only.
  - Subsequent lists available for \$75 per state/region
- AHRMM Board Member visits to chapter meetings
  - Available upon request and availability
- Chapter education programs such as CMRP Overview Session, as well as assistance identifying educational speakers
  - CMRP Review presentation, AHRMM Overview presentation available upon request



- AHRMM Speakers Bureau List available to assist in identifying potential topics and speakers
- Access to the Chapter Leader Resource Center for resources that can help you run your chapter more effectively
- Participate in a “Chapter Leader Roundtable Discussion” either in person at the Annual Conference or via webinar/conference call
- Recognition level specific emblem to be used on chapter website and promotional materials for the duration of the award period
- Discounted administration fees for Continuing Education Credit (CEC) Contact Hours
  - Discounted rate of \$35 per hour
- Up to two (2) emails distributed by AHRMM to AHRMM members in the state/region served by the chapter to highlight chapter events or activities.
  - Chapter provides AHRMM with message content and works with AHRMM staff on distribution schedule
- Four (4) invitations to Leadership & Achievement Event at the Annual Conference
  - Chapter provides names of attendees to AHRMM by June 5, 2020
- Recognition at Leadership & Achievement Event at Annual Conference
- Recognition at General Session at Annual Conference
- Opportunity to participate in chapter events at AHRMM Annual Conference & Exposition
- Chapter recognition ribbons for chapter members in attendance at Annual Conference
- Recognition of Gold level presented at Annual Conference
- One Complimentary AHRMM publication valued at \$80 for use in chapter raffle or library. Available upon request.
- Two (2) discounted Annual Conference registrations at \$100 off early bird member registration fee (attendees must be AHRMM members)

### **Diamond Level Affiliation**

At the Diamond Level of Affiliation a chapter demonstrates long term excellence in the areas of membership development and chapter programs and services.

#### ***Minimum Requirements***

- Executed Chapter Affiliation Agreement on file with AHRMM
- Annual Report submitted with officer roster
  - Affiliation requirements met:
    - Chapter must have at least 20 members
    - Chapters with less than 100 members must have at least 15 members who are also AHRMM members. Chapters with 100 or more members must have a minimum of 15% of members who are also AHRMM members
    - Chapter President and President-Elect AHRMM members in good standing
    - Incorporation
    - Tax Exempt Status with IRS
    - Current bank account in good standing
    - Employer Identification Number
    - Mission Statement
    - Aggregate general or umbrella liability insurance
    - Directors and officers liability insurance
- Chapter membership roster submitted as Excel file with Annual Report; membership roster to include names, titles, organizations, mailing addresses, phone and email.
- Minimum of 280 points from Chapter Checklist with all supporting documentation submitted
- Chapter has been recognized as a Gold Level Affiliate Chapter for the previous five consecutive years

#### ***Diamond Level Affiliation Benefits***

- Recognition on [www.ahrmm.org](http://www.ahrmm.org) with special Recognition Program results acknowledgement
  - AHRMM staff updates at beginning of award period
- Chapter information listed on [www.ahrmm.org](http://www.ahrmm.org) with link to chapter website and chapter president contact information
  - Updated by AHRMM staff at beginning of award period and as needed throughout the year
- Chapter announcements posted on the “Chapter News” page of the AHRMM website and shared with AHRMM members
  - Chapter provides updates to AHRMM as requested on a monthly basis
- Chapter events posted on the “Chapter Event Calendar” on the AHRMM website
  - Chapter provides AHRMM with event details as they are available
- One (1) mailing list of AHRMM members in the state/region served by the chapter
  - Complimentary by request of the chapter. Chapter to provide AHRMM with digital sample of any mailing for which the list will be used. Each list is for one use only.
  - Subsequent lists available for \$75 per state/region
- AHRMM Board Member visits to chapter meetings
  - Available upon request and availability

- Chapter education programs such as CMRP Overview Session, as well as assistance identifying educational speakers
  - CMRP Review presentation, AHRMM Overview presentation available upon request
  - AHRMM Speakers Bureau List available to assist in identifying potential topics and speakers
- Access to the Chapter Leader Resource Center for resources that can help you run your chapter more effectively
- Participate in a “Chapter Leader Roundtable Discussion” either in person at the Annual Conference or via webinar/conference call
- Recognition level specific emblem to be used on chapter website and promotional materials for the duration of the award period
- Discounted administration fees for Continuing Education Credit (CEC) Contact Hours
  - Discounted rate of \$35 per hour
- Up to two (2) emails distributed by AHRMM to AHRMM members in the state/region served by the chapter to highlight chapter events or activities.
  - Chapter provides AHRMM with message content and works with AHRMM staff on distribution schedule
- Four (4) invitations to Leadership & Achievement Event at the Annual Conference
  - Chapter provides names of attendees to AHRMM by June 5, 2020
- Recognition at Leadership & Achievement Event at Annual Conference
- Recognition at General Session at Annual Conference
- Opportunity to participate in chapter events at ARHMM Annual Conference & Exposition
- Chapter recognition ribbons for chapter members in attendance at Annual Conference
- Recognition of Diamond level presented at Annual Conference
- One Complimentary AHRMM publication valued at \$80 for use in chapter raffle or library. Available upon request.
- Two (2) discounted Annual Conference registrations at \$100 off early bird member registration fee (attendees must be AHRMM members)

*Please note: This form is for informational purposes only. Use the accompanying Excel workbook to tally point values.*

### Chapter Checklist

Criteria	Maximum Possible Points
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#### Education

<p>1. Chapter sponsored seminars and workshops (in person or distance learning):</p> <ul style="list-style-type: none"> <li>a. Full day educational program (minimum 4 contact hours) - 20 points for each program</li> <li>b. Half day program (minimum 2 contact hours) - 15 points for each program</li> <li>c. Short program (less than 2 contact hours) - 10 points for each program</li> </ul> <p><b>*Contact hours means actual educational session time for workshops and seminars</b></p>	80
<p>2. Referring to programs listed in #1, add bonus points for each program that provided CEC certificates:</p> <ul style="list-style-type: none"> <li>a. Program that offered attendees an AHRMM CEC Certificate - 4 points for each program</li> <li>b. Program that offered attendees a CEC Certificate from other organizations - 2 points for each program</li> </ul> <p><b>*Submit copy of AHRMM CEU Certificate or other CEU Certificate</b></p>	20
<p>3. Chapter representation at AHRMM sponsored program, including AHRMM Annual Conference and AHRMM webinars (2 points per attendee per program)</p> <p><b>*Submit names, dates, and locations</b></p>	20
<p>4. Contribution by a chapter member either as a guest speaker/presenter at a materials management related program or as an author of a published article in a health care magazine.</p> <ul style="list-style-type: none"> <li>a. 2 points for each chapter member who spoke at an AHRMM national/chapter program</li> <li>b. 1 point for each chapter member who spoke at another materials management program</li> <li>c. 1 point for each article written for a health care magazine by a chapter member</li> </ul> <p><b>*Submit names, dates, and locations/publications</b></p>	15
<p>5. Program evaluation conducted for chapter sponsored seminars and workshops (in person or distance learning):</p> <ul style="list-style-type: none"> <li>a. 1 point for each chapter program that had an evaluation conducted</li> </ul> <p><b>*Submit evaluation and number of individuals that completed the evaluation</b></p>	10

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### CHAPTER CHECKLIST (continued)

Criteria	Maximum Possible Points
<b>Chapter Projects</b>	
1. Publish a chapter newsletter (paper or electronic): <ol style="list-style-type: none"> <li>a. 2 points per issue (24 points maximum)</li> <li>b. 1 point for each of the following per issue (20 points maximum):               <ul style="list-style-type: none"> <li>• National AHRMM monthly update</li> <li>• Article or interview on CQO Movement</li> <li>• Other local current events of importance relating to health care or materials management</li> </ul> </li> </ol>	44
2. Chapter-wide promotion of National Health Care Supply Chain Week. (5 points per recognized effort)  <b>*Submit evidence of chapter's efforts to promote event, i.e. official proclamation, announcements in area newspapers, special events, etc.</b>	10
3. Develop/maintain a chapter website. (15 points) <ol style="list-style-type: none"> <li>a. Other local AHRMM chapter events promoted on website (5 points)</li> </ol> <b>*Provide website address</b>	20
4. Establish a social media presence for the chapter. (2 points per platform) <ol style="list-style-type: none"> <li>a. Indicate if chapter has an active page on any of the following social media platforms.               <ul style="list-style-type: none"> <li>• LinkedIn profile</li> <li>• Facebook page</li> <li>• Twitter account</li> </ul> </li> <li>b. Other social media platform (Please specify.)</li> </ol> <b>*Provide website address</b>	8
5. Mentoring Activities 0-2 month mentorship – 5 points 3-6 months mentorship – 10 points 7-12 months mentorship – 20 points	20
6. Engaging Students / Young Professionals Organize an activity or initiative to engage students and/or young professionals. (5 points per activity)	10
7. Other projects (5 points each): <ol style="list-style-type: none"> <li>a. Volunteering for or donating to a philanthropic cause* (i.e. fundraiser)</li> <li>b. Chapter sponsored scholarship(s) provided to attend AHRMM's Annual Conference**</li> </ol> <b>*Submit name(s) of charity, dates, and locations.</b> <b>**Submit name(s) of scholarship winners.</b>	15

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### CHAPTER CHECKLIST (continued)

Criteria	Maximum Possible Points
<b>Membership</b>	
<p>1. Percentage of chapter membership in common with AHRMM members – # of chapter members that are AHRMM members divided by total # of chapter members (1 point for each percentage point)</p> <p>Example: 30 chapter members are also AHRMM members and there are 120 chapter members  <math>30/120 = 0.25</math> or 25% of chapter members in common with AHRMM = 25 points</p>	75
<p>2. Percentage of increase in chapter membership during the award period – Member Growth (1 point for each percent increase)</p> <p>Example: 65 members in January, 85 member in December  <math>85/65 = 1.30</math> or a 30% increase = 30 points</p> <p><b>* Provide # of members at the beginning of 2019 and end of 2019</b></p>	30
<p>3. Percentage of chapter members who renewed their membership during the award period – Member Retention Rate</p> <p>55%-60% = 5 points          61%-70% = 15 points          71%-80% = 25 points          80% and above = 35 points</p> <p>Example: 65 members in December of 2018, 85 members in December of 2019, 25 new members joined in 2019  <math>(85-30)/65 = 0.85</math> or 85% retention = 35 points</p>	35
<p>4. Number of chapter members who became <b>NEW</b> AHRMM members during the award period (3 points for each new member in common with AHRMM)</p> <p><b>*Section auto-populates names according to chapter members indicated in member list tab.</b></p>	75



*Please note: This form is for informational purposes only. Use the accompanying excel workbook to tally point values.*

## CHAPTER CHECKLIST (continued)

Criteria	Maximum Possible Points
<b>Advancement / Recognition / Participation</b>	
<p>1. Number of chapter members who served on an AHRMM committee or task force (including the board of directors) during the award period. (3 points for each individual)</p> <p><b>* Section auto-populates names according to chapter members indicated in member list tab.</b></p>	15
<p>2. Percentage of chapter membership recognized as:</p> <p><b>a.</b> an AHRMM Fellow (2 points for each percent at beginning of award period)</p> <p>Example: 120 chapter members, 10 are Fellows <math>10/120 = 8\%</math>, <math>8 \times 2 = 16</math> points</p> <p><b>b.</b> a Certified Materials &amp; Resource Professional (CMRP) (1 point for each percent at beginning of award period)</p> <p>Example: 120 chapter members, 30 hold the CMRP designation <math>30/120 = 25\%</math>, = 25 points</p> <p><b>*Section auto-populates names according to chapter members indicated in member list tab.</b> <b>*Any individuals qualifying for points in this section who are not AHRMM members can be entered manually.</b> <b>*Person(s) may be counted <u>only</u> in one category.</b></p>	50
<p>3. Chapter sponsored CMRP review sessions held specifically to prepare chapter members to obtain or renew CMRP certification. (1 point for each session hour)</p> <p><b>* Submit facilitator names, date(s) held, and session duration.</b></p>	10
<p>4. Number of Chapter Board members who hold designations. (2 points for each CMRP or Fellow)</p> <p><b>*Submit name(s) of each person.</b></p>	10

**Please attach information as required for each category.  
Points will not be awarded without proper documentation.**