

## Continuing Education Credits Application AHRMM Unaffiliated Organizations

AHRMM offers Continuing Education Credit (CEC) hours for educational programs that meet the requirements below. CEC credits are used by professionals to earn or renew certain professional designations, such as the Certified Materials & Resource Professional Certification (CMRP). Please read the instructions and complete this application and the [Session Description Excel Form](#) to be considered for CEC credit hours for an upcoming educational program.

- Late Fee– AHRMM reserves the right to charge a late fee. We request all applications at least 30 days in advance of your event date. Applications received after this date may incur a late fee.
- REQUIREMENTS – *This CEC Application and the Session Description Excel Form* provided on the website should be emailed to [ahrmm@aha.org](mailto:ahrmm@aha.org). AHRMM may request additional information and, if approved, will send a confirmation email and invoice. Upon receipt of payment, AHRMM will email the CEC certificate(s). Processing may take two weeks; additional time may be required.
- CONTENT AND PRESENTERS – Program organizers and presenters must agree to the AHRMM Speaker’s Agreement as indicated on the application. Education sessions must be educational and deliver best practices, case studies, resources, and/or solutions relating to the Certified Materials & Resource Professional Certification (CMRP) designation as outlined in the [Certification Examination Guide](#). Presentations that are commercial in nature and/or attempt to sell specific vendor products and/or services will not be accepted. Company or organizational logos, product photos or any type of sales information may not be used in presentations or handouts.
- CEC APPROVAL – *Education programs must be held in 30 or 60-minute increments.* 30 minutes = 0.5 CEC hour; 60 minutes = 1.0 CEC hour. Includes only the education portion(s) of the program and *does not include* time spent on general announcements, breaks, exhibits, associated meetings or the like.
- AWARDING CECs – Retention of attendee records and distribution of attendee certificates is the *responsibility of the program sponsor(s)/organizer(s)*. Program organizers must make every reasonable effort to verify that attendees complete the education for which CEC hours are awarded. Neither AHA nor AHRMM will track CEC credit for participants and they cannot verify an individual’s participation in an educational activity.
- FEES –Certificate fees are non-refundable and must be received before the certificate will be awarded. In the event of an event’s cancellation, the certificate fee may be applied to a future event.

Email application and documentation to [ahrmm@aha.org](mailto:ahrmm@aha.org)  
Questions: (312) 422-3840 or [ahrmm@aha.org](mailto:ahrmm@aha.org)

## Continuing Education Credits Application AHRMM Unaffiliated Chapters

**Submit** 1. This page of the application AND  
2. [The Session Description Excel Form](#)

**Event/Program Title** (as it is to appear on the certificate)

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**Organization Name** (as it is to appear on the certificate)

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**Type of Program** (check as appropriate)

In-person education – indicate Location (city, state) \_\_\_\_\_  
 Virtual education  
 Expected number of attendees \_\_\_\_\_

**Program Date(s)**

- One-Time Presentation Date(s) \_\_\_\_\_
  - Multiple Presentation/Virtual on-demand Dates (i.e. April 5th-30th) \_\_\_\_\_ (4 weeks max)
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**Session Information**

\_\_\_\_\_ Total number of individual sessions within program  
\_\_\_\_\_ Total number of CEC credits

**Contact Information**

**Contact Name** \_\_\_\_\_  
**Title** \_\_\_\_\_  
**Phone** \_\_\_\_\_  
**Email** \_\_\_\_\_

**Speaker Agreement:** AHRMM approved education must be noncommercial. The direct promotion of products and services is prohibited.

By signing this form and the multi-session description form, the representative and presenter(s) agree that the oral, electronic, and paper presentation and accompanying session resources are for educational purposes only and will not promote any one commercial entity's product or service type directly or indirectly. If discussed, presenters should use general and generic terms and give a balanced view of each without bias towards any specific one. **Company or organizational logos, product/service photos or any sales information may not be used in presentations or session resources.**

**Organization Representative:** \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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