Petition For Allied Association Credits

Name: (See Note 1) _____

Member ID: _____

Chapter: _____

Phone: _____

Education Program Sponsored By: _____

Site of Presentation: _____

Program Title: _____

Topics Discussed: _____

Presenter/Instructor(s): _____

Date(s) of Presentation: _____

Approximate number of attendees: _____

Morning Session(s) started at: _____and ended at: _____

Afternoon Session(s) started at: _____and ended at: _____

Total Number of Education Hours (excluding time for breaks and meals):_____

Applicant's comments on the content of the educational program attended: _____

_____

Members Certification: I certify that the information provided above and on any attachments is complete and correct to the best of my knowledge.

Signature: _____Date: _____

Presenter's/Instructor's Certification: I certify that the person named above has attended all sessions of the educational program described above.

Signature: _____Date: _____

Note 1: If two or more CMAA members attend the same allied association program, any credits approved will be awarded to each attendee who provides his/her CMAA membership number and signs and prints his/her name on a list or roster attached to this form.

■ Allied Association Education Credits are awarded on the basis of one credit per hour of instruction up to a maximum of 10 credits per week. These credits do not count toward the CMAA/CMI education requirements for certification, Honor Society membership, or MCM eligibility. They do count toward the total credit requirements for certification, recertification, Honor Society and MCM eligibility. No credits are awarded for allied association programs prior to January 1, 1984.

■ A copy of a certificate of completion showing the date(s) of an allied association education program submitted with this form will serve in lieu of the presenter's/ instructor's certification. Attendance at educational sessions at allied association annual conferences can be documented by submission of the conference program (marked to show sessions attended) and a copy of the conference badge together with this form. Refer to **cmaa.org** for a listing of CMAA's allied associations and organizations.

■ The Certification Department reserves the right to deny credits for any program that does not meet Certification/CMI standards. You will be notified if the petition is denied and no credits will be awarded.

Return to

Club Management Association of America • Attn: Certification Department • 1733 King Street • Alexandria, VA 22314-2720

For office use

Number of credits: _____ Approved by:_____ Date: _____

Updated: April 2, 2019