

INSTRUCTIONS FOR SUBMITTING YOUR CONTINUING EDUCATION FORMS

Members are advised that participation in a minimum of 20 hours of continuing education activities per calendar year is now a requirement for membership. This applies to all membership categories, with the exception of inactive, retired and honorary members.

All members must submit a completed Continuing Education Form with the renewal form and annual fees, all of which are due April 30 of each year. Continuing education activities for the preceding calendar year should be listed on the form submitted at the time of renewal. For example, when renewing your membership in March, 2008 (for the 2008-2009 year), you should submit a CE form listing your CE activities during the period from January 1, 2007 to December 31, 2007. In March 2009 you will submit a form listing your activities from January 1, 2008 to December 31, 2008, etc.

For details about the CE program, eligible activities, and frequently asked questions, please see the description on this web-page.