

Non-IMCA Continuing Education Hours Submittal Form

Name _____ SS# (last 4 digits) _____
(please print)

Company _____

A completed application includes one or more of the following, where applicable:	
	A detailed conference agenda that gives the time of each session and provides session overviews and proof of attendance (such as attendee list, receipt, or registration form).
	If you attended a pre-approved CE program, you need only identify the program name, date, and number of approved CE hours in the space below.
	Documentation of the actual time spent teaching or speaking before a class or audience (you will only be awarded hours for a class or speaking engagement once per year per subject matter).
	Copies of published articles including documentation of the amount of time spent researching and writing.

IF ANY OF THE ABOVE INFORMATION IS MISSING YOUR APPLICATION WILL NOT BE PROCESSED.

(Please allow at least two weeks for your IMCA record to be updated)

Program Attended : _____

_____ Date _____

I attest that I have not been involved in any complaints or criminal, civil, self-regulatory organization or government agency disciplinary actions (in the past two years) and to the best of my knowledge no complaints are about to be filed.

Signature _____ Date _____

If you are unable to sign the above statement please submit a written summary of the incident(s) with this form. If you have previously disclosed the incident(s) to IMCA already on your CIMA® and/or CIMC® applications or on a previous CE submittal form and nothing new has occurred, you may sign the statement.

IMCA grants CE credit for non-IMCA-sponsored educational sessions in one-hour-minimum increments. IMCA classifies "one hour" sessions as those lasting no fewer than 50 minutes. All non-IMCA-sponsored sessions submitted for CE credit must be a minimum of 50 minutes in order to qualify for one hour of CE credit. **Therefore, any submissions of education sessions (whether stand-alone or part of a program agenda) lasting fewer than 50 minutes do not qualify for CE.**

To check your continuing education hours at any time, visit www.imca.org and log in to My IMCA, then click "CIMA Detail".

Please keep a copy of all items for your records (including fax confirmations) and submit to:

IMCA
5619 DTC Parkway
Suite 500
Greenwood Village, CO 80111
Fax: 303.496.6105

CERTIFIED INVESTMENT MANAGEMENT ANALYST™

CIMA®

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