Tired of keeping track of your CE credits until time for Recertification submission?

Now it can be as easy as 1, 2, 3.

- 1 Take Group A courses
- 2 Submit documentation to IJCAHPO
- 3 Review your CE credits online

IJCAHPO is pleased to provide certificants with a CE tracking service to assist in tracking your credits from both IJCAHPO and non-IJCAHPO courses. After attending a course, simply submit documentation of Group A credit, as outlined in the Criteria for Certification & Recertification Handbook. Attach the CE Submission Form (see reverse side) and the \$18 tracking fee. You will then be able to view your credit totals through IJCAHPO's Online Service Center.

For only \$18, payable every three years, you will be able to access your CE totals with a click of the mouse. At recertification time, there would be no need to submit additional paperwork, even if audited.



2025 Woodlane Drive St. Paul, Minnesota 55125-2998

(651) 731-2944 (800) 284-3937 FAX (651) 731-0410

jcahpo@jcahpo.org www.jcahpo.org



CE Tracking Submission Form

Please PRINT clearly using blue or black ink. Name				Date Professional Credentials		
						IJC
Hor	ne Address					
		State				
FAZ	X ()	E-mail				
PA'	YMENT INFORMAT	ΓΙΟΝ (If this is the first sub	omission in your cycl	e)		
Ye	s! I wish to pay \$1	18 to have my IJCAHP	O CE credits mai	ntained for a	three-year period.	
	Check enclosed (payab	ole to IJCAHPO) □ VISA	☐ MasterCard	☐ Discover	☐ American Express	
The	following information	is required to process credit	t card orders:			
					/_	
Cr	redit Card Number		Secu	Security Code Expiration Date		
Car	dholder's Address					
City	ý		State		Zip	
No	oma og it omnoons on on	edit card (please print)	_ X	Vianatura.		
ING	ame as it appears on cre	edit card (piease print)	Cardifolder 8 k	Signature		
	LIST COURSES FOR WHICH PAPERWORK IS BEING SUBMITTED (Copies of Certificates, CE letters, etc. must accompany submission form. DO NOT send originals.)					
	Meeting Name	Course Name		Date Course Taken	# of Group A Credits	