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.
CE Tracking Submission Form

Please PRINT clearly using blue or black ink.  

Name ___________________________________________________________  Professional Credentials ______________

IJCAHPO ID#____________________________________________  Date of Birth (mm/dd/yy) _______/_______/_______

Home Address ___________________________________________________________________________________

City_________________________ State_____ Zip_____________ Home Telephone (_____) _____________

FAX (_____) _________________ E-mail __________________________

PAYMENT INFORMATION (If this is the first submission in your cycle)

Yes! I wish to pay $18 to have my IJCAHPO CE credits maintained for a three-year period.

☐ Check enclosed (payable to IJCAHPO)  ☐ VISA  ☐ MasterCard  ☐ Discover  ☐ American Express

The following information is required to process credit card orders:

___________________________________________________  Security Code  ___________/_______

Credit Card Number ____________________________________________________________ Expiration Date

Cardholder’s Address ______________________________________________________________

City_________________________ State________________ Zip______________

X Name as it appears on credit card (please print)  Cardholder’s Signature

***LIST COURSES FOR WHICH PAPERWORK IS BEING SUBMITTED***

(Copies of Certificates, CE letters, etc. must accompany submission form. DO NOT send originals.)

<table>
<thead>
<tr>
<th>Meeting Name</th>
<th>Course Name</th>
<th>Date Course Taken</th>
<th># of Group A Credits</th>
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