



Participation CEU Request Form

- Participation CEU credits (PCEUs) are a type of AACM CEU credit for participation in AACM activities.
- Available to CAAM®-certified individuals in their 2nd certification period and beyond.
- 27 CEUs total required; no more than 9 of these can be PCEUs.
- CAAM®-certified individuals in their 1st certification period are required to earn 27 Education CEUs; no PCEUs may be earned.
- YOU are responsible for ensuring your participation is properly recorded for all PCEUs. Credit will not be granted without proper documentation of attendance/participation.
- Once participation, attendance and qualification has been verified by AACM, PCEUs will be recorded as CEUs on the CERTS website.
- Requests will be accepted only after the activity/event has been completed, up to 60 days after the event. All requests must be submitted before end of current certification period.

Name _____

Company _____

AACM Activity or Event (choose ONE per request form):

- | | |
|--|---------|
| <input type="checkbox"/> AACM Leadership (Board or PSC Member) | 3 PCEUs |
| <input type="checkbox"/> AACM Course Writing Subcommittee Member | 2 PCEUs |
| <input type="checkbox"/> Instructed AACM Class | 1 PCEU |
| <input type="checkbox"/> AACM Committee Member
(Legislative, Education, Outreach, Events, Membership, SAAC) | 1 PCEU |
| <input type="checkbox"/> AACM Legislative Fundraiser + contribution | 1 PCEU |
| <input type="checkbox"/> AACM Train the Trainer | 1 PCEU |
| <input type="checkbox"/> AACM Day at the Capitol | 1 PCEU |
| <input type="checkbox"/> AACM HOPE Grant Golf Tournament | 1 PCEU |
| <input type="checkbox"/> AACM Trade Show | 1 PCEU |
| <input type="checkbox"/> AACM Outreach Community Clean-Up Participant | 1 PCEU |
| <input type="checkbox"/> AACM Luncheon | 1 PCEU |

Date Activity Completed _____

I certify that I have completed the requirements for the above PCEU request.

Signature

Date Requested

PCEU Requirements

AACM Leadership

- Miss no more than 3 meetings per year; attendance tracked by AACM Staff.
- Attendance at 2 luncheons and one mixer per year also required to earn Leadership Participation credits. Participation Forms must be received for each of these 2 luncheons and mixer. These events may not also count toward Event PCEUs.
- Maximum of 3 PCEUs per year for either Board or PSC participation; not 3 PCEUs for each.
- Credit given at end of Board/PSC year.

AACM Committees

- Miss no more than 3 meetings per year; attendance tracked by AACM staff.
- Must complete full Committee year to earn credit. Credit given at end of committee year.

Course Writing and Instruction

Instruct a class

- If instructor has not earned CEU credits for this course already, they can also earn 3 CEUs for "attending" at no charge per standard policy, for a total of 4 CEUs.
- Credit given after CAAM®-certified individual has attended the entire scheduled class time as instructor (no credit for partial attendance).

Participate on a course writing subcommittee

- Credit given after course has been approved by Professional Standards Committee.

AACM Legislative Fundraisers

- Credit given after fundraiser attendance and legislative contributions accounted by AACM staff.

AACM Events

- Maximum 3 events per calendar year from the listed events can be used for PCEU credits. Must attend event for at least 1 hour to receive credit.

