

# Non-IMCA Continuing Education Hours Submittal Form

Name \_\_\_\_\_ SS# (last 4 digits) \_\_\_\_\_  
(please print)

Company \_\_\_\_\_

<b>A completed application includes one or more of the following, where applicable:</b>	
<input type="checkbox"/>	A detailed conference agenda that gives the time of each session and provides session overviews <b>and</b> proof of attendance (such as attendee list, receipt, or registration form).
<input type="checkbox"/>	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.
<input type="checkbox"/>	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).
<input type="checkbox"/>	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.*

Effective January 1, 2009: IMCA's Certification Committee has approved a requirement that CE credit will be granted in one-hour-minimum increments. IMCA has defined "one hour" educational sessions as those lasting no fewer than 50 minutes. Therefore, all sessions submitted for CE must be a minimum of 50 minutes in order to qualify for one hour of CE.

To check your continuing education hours at any time, visit [www.imca.org](http://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™

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