

AMERICAN ASSOCIATION OF MEDICAL ASSISTANTS



Chapter and State Society Approval Request Form

This form is for program planners *only*, not program attendees.

Authorization code (required):

Program title:

Program Planner Profile

AAMA Chapter or State Society Name:

Program planner's name, credentials:

Address:

City/state/ZIP:

Day phone:

Fax:

E-mail:

Program Information

If online program, see the Program [Planner's Toolbox](#) before submitting approval.

Program length (must be at least one hour per topic):

Date(s) of program (this form must be submitted **30 days** prior to the event):

Program Content

On a separate sheet, you must describe the program in detail (50–100 words) and list three to five learning objectives.

Speaker Information

Speaker's name/credentials (spell out) and qualifications (documentation required on schooling, current certification, and licensure):

Name/Credentials:

Name/Credentials:

Name/Credentials:

In placing my name on and submitting this document, I hereby certify that I am a provider of continuing education and that all statements on this application are true and complete to the best of my knowledge. In submitting this application for CEU credit, I understand that approvals must be submitted 30 days prior to the event and will be returned unreviewed if submitted less than 30 days prior, and that substitute speakers must be approved by the AAMA. Approval and or CEU credit may be revoked at any time if it is deemed that any of the data used to obtain approval for this program is found to be inaccurate, false or without the approved consent of an authorized AAMA sponsor. It is furthermore my responsibility to follow up on receipt and approval of this form and to ensure that attendance forms are submitted to the AAMA within 30 days following the program.

Programs must be at least one hour of instruction per topic. Time for registration activities, breaks, meals, or business meetings may not be counted. Approvals may be submitted by fax, mail, or e-mail. The CEB reserves the right to audit approved continuing education programs for compliance with CEB approved standards as outlined in the *Program Planner's Guide*.



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