



Attendance Record for AAMA CEUs

You will receive an e-mail confirmation when your attendance submission has been processed and the CEUs have been added to attendees' transcripts.

Thank you

for delivering quality education programs to CMAs (AAMA) and other health care professionals. Here are some tips to help the registration of AAMA CEUs go smoothly. Before passing out the attendance sheet, share the following information with all attendees:

***Typing directions:**

1. Select the Hand tool.
2. Click on the page just to the right of the requested information, such as "Last name:".
3. Type in the information.
4. Print the form immediately.

You cannot save what you type.

- Provide your session approval number to all attendees.
- A member ID number is required to register credits. (Social Security numbers [last four digits] will only be accepted from nonmembers.)
- Do not use abbreviations.
- Use the appropriate attendance sheet for members and nonmembers.
- Participants *must* attend a minimum of 90 percent of this educational activity/program.
- The attendance sheet can *only* be submitted by the *program planner*.
- The program planner must mail, e-mail, or fax attendance records to the AAMA within 30 days.

You may print out this form and fill it legibly, or you may type* information into the gray rectangles and then print out the form.

Program planners must submit the following information to ensure CEUs are registered. Please complete this form and return this page with the Attendance Record sheets:

Class title: _____

Date of program: _____

Authorization code: _____

Approval number (required): _____

E-mail: _____ Number of pages (including cover): _____

Return this page and Attendance Record sheets to ProgramAttendance@aama-ntl.org or fax them to **312/899-8391**.



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