



Continuing Education Reporting Form for Academy Members

This form should be completed by Academy members to request Academy Continuing Education contact hours for independently completed continuing education activities that need approval. This includes:

- FertilityCare Center Staff Meeting
- Reading of the Medical Textbook
- Auditing/Directing EPI or EPII
- Attending a Conference/Workshop
- Pre-Recorded or Live Virtual Events
- Presenting a Conference/Workshop
- Miscellaneous Applicable Activity

Please be specific with your information and provide all applicable details. This form is two pages.

MEMBER INFORMATION:

Name: _____

Address: _____

Telephone: _____ Email: _____

Credentials (check all that apply):

FCII	FCSI	CFCE	NFPNM
FCI	FCS	CrMSMC	CFCNM
FCPI	CFCS	NFPMC	CFCNP
FCP	FCEI	CFCMC	CFCPA
CFCP	FCE	CrMSNM	CFCPhC

CONTINUING EDUCATION ACTIVITY INFORMATION:

Type of Activity (i.e. conference, staff meeting, EPI, etc.) _____

Title of Activity (chapter, workshop, etc.) _____

Presenter/Program Director/Author _____

Location _____

Format of Activity (i.e. live, recorded, reading) _____

Number of AAFCP Contact Hours _____ Date of Activity _____

Topic of Case Presentation/Continuing Education Presented (for staff meetings):

Other pertinent details where applicable: _____

POINTS OF LEARNING:

List three important points that you learned from this activity.

1. _____
2. _____
3. _____

I attest that I have completed this Continuing Education Activity.

Date: _____

Typing your name here signifies your digital signature

TO RECEIVE CREDIT FOR THIS CONTINUING EDUCATION ACTIVITY:

1. Complete this form and save it to your computer.
2. Log in to the Member Portal and click the “Education” tab in the menu bar, then click “Education Activities.”
3. Click the green “Add New Activity” button.
4. Click the green “Select” button for the type of activity you are submitting.
5. Enter the date the continuing education activity was completed.
6. Click choose files to upload this form and any required supplemental documents (listed below).
7. Click the green “Confirm” button.
8. Your request for credit will be reviewed by the Chair of Continuing Education and credit will be applied to your profile upon approval.

REQUIRED SUPPLEMENTAL DOCUMENTS:

- Conference/Workshop: Please submit a flyer, program book, or certificate of attendance.
- Pre-Recorded or Live Virtual Event: Please submit a certificate of attendance or promotional document.
- Presenting Speaker: Please submit a flyer, agenda, or registration form along with your goals & objectives for the presentation.
- Auditing EPI/EPII: Please submit a certificate of completion or letter from the Program Director.
- Directing EPI/EPII: Please submit the agenda for your Education Program.
- Staff Meeting: Please submit minutes of the meeting or the sign-in sheet and agenda.
- Miscellaneous Activities: Please submit any documents pertinent to the activity.

SPECIAL NOTE:

To receive credit for viewing or listening to the recordings of Academy webinars or Annual Meeting presentations, please do this directly through the Member Portal Training Zone.

QUESTIONS:

Anne Marie St. Germain, CFCE
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American Academy of FertilityCare Professionals
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