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2009 MONTHLY SEMINAR/LUNCHEON CONTINUING EDUCATION CREDIT FORM

VSAE is pleased to offer opportunities to earn up to 22 hours of credit towards obtaining the Certified Association Executive (CAE) or the Certified Meeting Professional (CMP) designation or re-certification.

Please mark the educational session(s) that you attended and keep for your future reference for your certification or re-certification.

Attended	Session	Hours
<input type="checkbox"/>	01/09/09 NETWORKING/LUNCHEON – “Virginia Politics 2009” – <i>Dr. Robert Holsworth</i> , The Jefferson Hotel, Richmond	1
<input type="checkbox"/>	02/06/09 SEMINAR – “Beyond Attrition: Contract Clauses You and Your Clients Should Understand” – <i>Jim Goldberg</i> , OMNI Richmond, Richmond	2.5
<input type="checkbox"/>	02/06/09 NETWORKING/LUNCHEON – “New IRS Form 990” – <i>Jim Goldberg</i> , OMNI Richmond, Richmond	1
<input type="checkbox"/>	03/06/09 SEMINAR – “The Financial Crisis: Things Non-Profits Should Be Thinking About Now!” – <i>Edward J. McMillan, CPA, CAE</i> , Holiday Inn Select Koger South, Richmond	2.5
<input type="checkbox"/>	03/06/09 NETWORKING/LUNCHEON – “The Financial Crisis: Things Non-Profits Should Be Thinking About Now!” – <i>Edward J. McMillan, CPA, CAE</i> , Holiday Inn Select Koger South, Richmond	1
<input type="checkbox"/>	04/03/09 SEMINAR – “Managing Employee Performance in Small Organizations” – <i>Sarah Harvey</i> , Sheraton Richmond West, Richmond	2.5
<input type="checkbox"/>	04/03/09 NETWORKING/LUNCHEON – “Managing Employee Performance in Small Organizations” – <i>Sarah Harvey</i> , Sheraton Richmond West, Richmond	1
<input type="checkbox"/>	06/05/09 SEMINAR – “The Decision to Volunteer: Why People Give Their Time & How You Can Engage Them” – <i>Reginald Henry</i> , Crowne Plaza Richmond West, Richmond	2.5
<input type="checkbox"/>	06/05/09 NETWORKING/LUNCHEON – “The Decision to Volunteer: Why People Give Their Time & How You Can Engage Them” – <i>Reginald Henry</i> , Crowne Plaza Richmond West, Richmond	1
<input type="checkbox"/>	09/11/09 SEMINAR – “Hard Times, New Opportunities: How America’s Leading Associations are using the Recession to Advance their Organizations Today and Prepare for Tomorrow” – <i>John W. Martin and Elizabeth McLaughlin</i> , Jepson Alumni Center, Richmond	2.5
<input type="checkbox"/>	09/11/09 NETWORKING/LUNCHEON – “Hard Times, New Opportunities...” – <i>John W. Martin and Elizabeth McLaughlin</i> , Jepson Alumni Center, Richmond	1
<input type="checkbox"/>	11/06/09 SEMINAR – “Rightsizing & Maximizing Your Membership Marketing” – <i>Scott Oser and Kevin Whorton</i> , Sheraton Park South, Richmond	2.5
<input type="checkbox"/>	11/06/09 NETWORKING/LUNCHEON – “Rightsizing & Maximizing Your Membership Marketing” – <i>Scott Oser and Kevin Whorton</i> , Sheraton Park South, Richmond	1
	Total CAE Credits Earned (<i>Round down – no ½ credits provided</i>)	
	Total CMP Credits Earned (<i>Formulas below</i>)	

Keep this form for your records. For more information on the programs, please visit the corresponding websites below.

CAE www.asaenet.org/cae - Use the total hours earned in the chart.

CMP www.conventionindustry.org/cmp

hours divided by 10 (for meeting management sessions) = # points

hours divided by 20 (for sales/administration sessions) = # points

CMP Recertification - 1 contact hour = 1 point