

Process for applying program hours toward your ACMPE Continuing Education Requirement
READ CAREFULLY



To apply a program toward your ACMPE continuing education requirement, please calculate the total number of clock hours you spent in educational sessions and enter your hours online in the My Transcript area of www.mgma.com.

A two-day program is eligible for the following American College of Medical Practice Executives (ACMPE) credit hours: 8.25 hours.

Member Questions:

- Q. Why aren't you providing continuing education worksheets for ACMPE credits? Is this program still eligible for ACMPE continuing education hours?**
- A.** Our educational programs continue to be eligible for ACMPE continuing education credits. The process has been streamlined so that you do not need the form in order to add appropriate hours to your transcript.
- Q. How do I calculate the number of hours for the program and what is the process for adding these hours to my ACMPE transcript?**
- A.** Calculate hour for hour credit for each of the educational sessions you attended using the time allotments listed in the program materials. Board/Committee meetings and networking sessions are not eligible. To apply the hours toward your ACMPE continuing education, go to the My Transcript area of the mgma.com website. If you have difficulties with the online application, contact ACMPE staff at 877.275.6462, ext. 1869.
- Q. What if I can't find the program materials to determine the number of hours of educational sessions?**
- A.** You can request a copy of the program agenda by emailing admin@tmgma.com or a copy of the program agenda can be downloaded from our state website at www.tmgma.com.