

**Application for Credentialing Maintenance Credit**

**Instructions:**

***This form may be filled out by either a sponsoring organization or a CBSP/RBP requesting CM point review. An updated form is required annually for courses, conferences, or other educational programs, which have previously received CM points.***

**Please attach a detailed outline, syllabus, or agenda** which includes information on content and timeframe for your conference, course, or other educational program. Use a separate form for each conference, course, or educational program for which you are requesting CM point review. Using the NRCM Examination Content document (available on the ABSA website) as a reference, indicate in the space provided the domain(s) and task number(s) for the proposed course/conference. This application and the supplemental documentation must be submitted in English.

**Verification:** The Board audits a percentage of the credentialing maintenance submissions. The documentation you will need to supply, if audited, is listed for each category in the Credentialing Maintenance Program document. Do not submit attendance documentation with this application.

**HAND WRITTEN FORMS WILL NOT BE ACCEPTED. Provide all information or the form will be returned for completion before review**.

Please check one:

[ ] Course [ ] Conference [ ] Educational Program Other:

Has this course/conference/educational program been credited for CM points before?

 [ ] Yes [ ] No [ ] Unknown

Is the content and length the same as before? [ ] Yes [ ] No [ ] Unknown

Activity Title:

Sponsor:

Location:

Dates:       to       Multiple offering dates

Course /conference contact hours: **Identify specific days and hours of student/attendee contact** with course content. Provide conference / course material that documents these hours.

Using the NRCM Examination Content document as a reference, what is (are) the domain(s) and task number(s) for the proposed course/conference: Domain(s):       Task(s)#:

Target Audience:

Learning Objectives:

Person submitting this form is: [ ] CBSP/RBP (Attendee) [ ] Sponsor/Presenter

Contact Name:

Company Address:

Phone:       Fax:       Email:

Send application and outline/syllabus/agenda to:

ABSA International

Credentialing Maintenance Board

1200 Allanson Road,

Mundelein, IL 60060-3808

or email to: info@absa.org

Please be aware that granting of CM points does not authorize the sponsor’s use of the ABSA logo. ABSA does not accredit, certify, or endorse any courses, conferences, seminars or other educational programs.

A listing of approved courses, conferences and educational programs are available on the ABSA web site ([www.absa.org](http://www.absa.org)) in the credentialing maintenance section.

For Office Use Only

Primary Reviewer:

Secondary Reviewer:

Total Points Awarded:

Comments: