



10231 Telegraph Road, Suite A, Glen Allen, VA 23059
 Phone: 804-747-4971 Fax: 804-747-5022 VSAE@Mindspring.com

**2006 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"/> | 01/06/06 NETWORKING/LUNCHEON – “Virginia Politics 2006” – <i>Dr. Robert Holsworth</i> , The Jefferson Hotel, Richmond | 1 |
| <input type="checkbox"/> | 02/03/06 SEMINAR – “How to Click with Everyone Every Time!” – <i>David Rich, CSP</i> , Omni Richmond, Richmond | 2.5 |
| <input type="checkbox"/> | 02/03/06 NETWORKING/LUNCHEON – “Views from an Association Executive on the Inside” – <i>Delegate David Poisson, VA House of Delegates</i> , Omni Richmond, Richmond | 1 |
| <input type="checkbox"/> | 03/03/06 SEMINAR – “Nonprofit Financial Management” – <i>Edward J. McMillan, CPA</i> , Crowne Plaza Hotel, Richmond | 2.5 |
| <input type="checkbox"/> | 03/03/06 NETWORKING/LUNCHEON – “Nonprofit Financial Management” – <i>Edward J. McMillan, CPA</i> , Crowne Plaza Hotel, Richmond | 1 |
| <input type="checkbox"/> | 04/07/06 SEMINAR – “A New look at Leadership in the Informational Age” – <i>Joe Coyle</i> , Virginia Crossings, Glen Allen | 2.5 |
| <input type="checkbox"/> | 04/07/06 NETWORKING/LUNCHEON – “A New look at Leadership in the Informational Age” – <i>Joe Coyle</i> , Virginia Crossings, Glen Allen | 1 |
| <input type="checkbox"/> | 06/02/06 SEMINAR – “The Dues and Don’ts: Capitalizing on Non-Dues Revenue” – <i>Moe Levy</i> , Holiday Inn Koger South, Richmond | 2.5 |
| <input type="checkbox"/> | 06/02/06 NETWORKING/LUNCHEON – “The Dues and Don’ts: Capitalizing on Non-Dues Revenue” – <i>Moe Levy</i> , Holiday Inn Koger South, Richmond | 1 |
| <input type="checkbox"/> | 09/08/06 SEMINAR – “Awareness! Packaging Your Association For Your Audience” – <i>Benjamin Lewis</i> , Sheraton Richmond West, Richmond | 2.5 |
| <input type="checkbox"/> | 09/08/06 NETWORKING/LUNCHEON – “Awareness! Packaging Your Association For Your Audience” – <i>Benjamin Lewis</i> , Sheraton Richmond West, Richmond | 1 |
| <input type="checkbox"/> | 11/03/06 SEMINAR – “Organizational Development” – <i>Micheal Wriston</i> , Jepson Alumni Center, Richmond | 2.5 |
| <input type="checkbox"/> | 11/03/06 NETWORKING/LUNCHEON – “Organizational Development” – <i>Micheal Wriston</i> , Jepson Alumni Center, 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