

Non-IMCA Continuing Education Hours Submittal Form

Name _____ SS# (last 4 digits) _____
(please print)

Company _____

A completed application includes one or more of the following, where applicable:

A detailed conference agenda that gives the time of each session and provides session overviews **and** proof of attendance (such as attendee list, receipt, or registration form).

If you attended a pre-approved CE program, you need only identify the program name, date, and number of approved CE hours in the space below.

Documentation of the actual time spent teaching or speaking before a class or audience (you will only be awarded hours for a class or speaking engagement once per year per subject matter).

Copies of published articles including documentation of the amount of time spent researching and writing.

IF ANY OF THE ABOVE INFORMATION IS MISSING YOUR APPLICATION WILL NOT BE PROCESSED.

(Please allow at least two weeks for your IMCA record to be updated)

Program Attended : _____
_____ Date _____

I attest that I have not been convicted in any criminal proceeding and that I have not been a defendant or respondent in a civil, self-regulatory organization or government agency complaint, investigation, mediation, or arbitration.

Signature _____ Date _____

If you are unable to sign the above statement please submit a written summary of the incident(s) with this form. If you have previously disclosed the incident(s) to IMCA already on your CIMA® and/or CIMC® applications or on a previous CE submittal form and nothing new has occurred, you may sign the statement.

To check your continuing education hours at any time, visit www.imca.org and log in to My IMCA, then click "CIMA Detail".

Please keep a copy of all items for your records (including fax confirmations) and submit to:

IMCA
5619 DTC Parkway
Suite 500
Greenwood Village, CO 80111
Fax: 303.496.6105

CERTIFIED INVESTMENT MANAGEMENT ANALYST™

CIMA®

IMCA

investment
management
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