Continuing Education Reporting Form for Submitting CE Credits

Association of Surgical Technologists
6 West Dry Creek Circle • Suite 200 • Littleton, CO 80120-8031
Phone: 800.637.7433 • Fax: 303.694.9169 • www.ast.org

NAME *(TYPE OR PRINT ONLY)*	CONTACT PHONE NUMBER	CERTIFICATION NUMBER	AST MEMBER NUMBER
STREET ADDRESS	E-MAIL ADDRESS		
CITY STATE ZIP CODE	EMPLOYER'S NAME	CURRENT CERTIFICATION CYCLE DATES	

STEP 1 Month/Day/Year *[List in Chronological Order]*	STEP 2 Name of the educational activity (All activities must be listed on the CE Reporting Form to receive credit.)	STEP 3 Provider name and location of CE activity	STEP 4 # of credits	STEP 5 Type of activity *(see back for the description of codes)*	AST USE ONLY
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

STEP 6

I acknowledge that this is a true representation of CE credits earned.

Total CE credits this page:

Signature _____ Date _____

AST USE ONLY – Total CE Credits Approved _____

☐ **Non-member $400 fee enclosed**

☐ **3rd party processing fee enclosed** *(see back for pricing)*

☐ CHECK ☐ VISA ☐ MASTERCARD ☐ AMEX   CARD # _____   EXP. DATE _____

AST USE ONLY: PC___ CD___ NA___ AP___ DN___ DUP___ XM___ FEE___ OT_____ Total not accepted_____

REV 11/13 OVER FOR INSTRUCTIONS

Instructions For Filling Out The CE Reporting Form

Print clearly, using a ballpoint pen (no pencil or colored ink).

Additional CE Reporting Forms may be photocopied or printed at www.ast.org.
For information on earning and submitting CE credits: www.ast.org click on Earn CEs button.

Members and Nonmembers:

STEP 1	**DATE CREDIT EARNED:** Month, day, and year. Please use two digits for the month, day, and year (i.e. 02/15/09). Four-year certification cycle: CST— 60 CE credits, CFA—75 CE Credits.
STEP 2	**EDUCATIONAL ACTIVITY:** List the specific name/title of the educational activity. **Must be relevant to the practice of surgical technology.**
STEP 3	**PROVIDER NAME AND LOCATION OF CE ACTIVITY:** List the name of the provider and location of the activity.
STEP 4	**NUMBER OF CREDITS:** List the total number of CE credits (1 CE credit equals 50 -60 minutes of activity). Partial credits must be a minimum of 30 minutes (0.50 CE credits). Partial CE credits are accepted in 15 minute increments past the required minimum of 30 minutes.
STEP 5	**TYPE OF ACTIVITY:** Specify the type of activity by one of the following codes: **LI** = Live inservice by employer **CP** = Computer program written in-house **TD** = 3rd party program **SR** = seminar **AST** = AST conference, forum, webinar **SA** = AST State Assembly Meeting or **OT** – Other
STEP 6	**SIGNATURE AND DATE:** Be sure to sign the form and include the date submitted acknowledging true representation of CE credits earned.

Submit to AST:

STEP 1	CE Reporting Form(s) and send copies of proper documentation for each activity you listed on the CE Reporting Form(s). Keep the originals.
STEP 2	Payment enclosed? ***Members**: AST issued journals or package fee. **Third Party** (i.e. CME Resources, Pfiedler, etc.) **Processing Fee** as listed below: *1-10 CE = $15; 11-20 CE = $30; 21-30 CE = $45; 31-40 CE = $60; 41-50 CE = $75 and 51+ CE = $90 *Nonmembers: enclose $400* processing fee and if submitted add the additional 3rd Party Processing Fee. CE credits will be returned if no fee is enclosed.
STEP 3	Mail to: Member Services AST 6 West Dry Creek Cir Ste 200 Littleton CO 80120-8031 • Fax CE credits to: 303-694-9169 • E-mail scanned CE credits to: memserv@ast.org • We accept money orders, personal checks, institutional checks, Visa, MasterCard, and American Express. Make checks payable to AST.

CE credits are processed within 10 business days from the day received. • Incomplete forms and/or documentation will be returned. After your credits are processed, AST will send you a CE credit letter acknowledging the number of credits that were accepted. This is proof that your credits were processed by AST and this letter should be kept with your personal CE records. (Check your CE credits at **www.ast.org** by using your member login information.)

Prices are subject to change without notice.