

WORK VERIFICATION FORM* 2015-2016 CYCLE

Credentialed Member Information

Name _____ Credential(s) _____ Member ID# _____

Company _____ Address _____

Phone _____ Fax _____ E-mail _____

Activities

Activity	Requested CE Credits*	Date(s) Earned	Credits	Ethics
RPA Co-Chair, Advisory Group Participant			_____	_____
RPA Subject Matter Expert (SME)			_____	_____
RPA Technical Education Consultant (TEC)			_____	_____
RPA Working Group Participant (<i>Working Group</i> _____)			_____	_____
Publication Reviewer (<i>up to 25 credits - 1 credit per 4 hours of review</i>) <i>Publication</i> _____ <i>Chapter(s), if applicable</i> _____ <i>#Hour(s)</i> _____			_____	_____
RPA Course Instructor (<i>max. 25 credits/course - 4 credits per 50 minutes of instruction; preparation time does not qualify for credit</i>) <i>Course</i> _____ <i># Instruction Hour(s)</i> _____			_____	_____
Multiple Choice Exam/Module Reviewer/Pretester (<i>up to 3 credits</i>) <i>Exam/Module</i> _____			_____	_____
Essay Exam Reviewer/Pretester (<i>up to 5 credits</i>) <i>Exam</i> _____			_____	_____
Essay Exam Grader (<i>up to 5 credits</i>) <i>Exam</i> _____ <i>Spring/Fall</i> _____			_____	_____
Other (describe): _____			_____	_____
Total:			_____	_____

Submit this form to the RPA Co-Chair or TEC who supervised your work. If you are unsure whom to send it to please email rpa_staff@asppa.org.

Verification – To be completed by RPA Co-Chair or TEC

This is to verify that the above member shall be awarded ASPPA Continuing Education (CE) credits for work performed related to the Retirement Plan Academy for the 2015-2016 CE cycle.

RPA Co-Chair or TEC Name (please print) _____ Position _____

RPA Co-Chair or TEC Signature** _____ Date _____

* This form must be submitted within 90 days of assignment completion, otherwise CE credit will not be awarded. Retain a signed copy for your records. **You are responsible for reporting your own CE credits.** You may report credits by visiting <https://ecommerce.asppa-net.org/MyAccount/Transcripts> and selecting "Add New Self-Reported Transcript." CE reporting is subject to audit and falls under ASPPA's Code of Professional Conduct.

**RPA Co-Chair or TEC – submit the signed form to the volunteer and copy rpa_staff@asppa.org.