

CE Submittal Form

This continuing education (CE) submittal form is to be used for self-reporting CE earned through industry education programs. IMCA can only process CE submittals for individuals who hold the CIMA®, CIMC®, and CPWA® certifications.

If you attended an accepted CE program or a CE program offered by an IMCA Registered CE Sponsor, please include the name of the provider, the name and date of the program, and the CE Program ID number (if applicable) in the appropriate spaces below.

If CE is accepted, your certification record(s) will be updated within two weeks from IMCA's receipt of this form. If you have any questions, please contact the IMCA certification department at 303.770.3377 and select option 2.

PLEASE NOTE: ONLY INDIVIDUAL SESSIONS/PROGRAMS 50 MINUTES OR MORE IN LENGTH WILL BE ACCEPTED.

ACCEPTED EDUCATION TOPICS

(PLEASE NOTE THIS IS NOT AN EXHAUSTIVE LIST)

Technical Investment Management

- Portfolio Recommendations/Modern Portfolio Theory
- Individual and Institutional Investment Policies
- Investment Performance Measurement and Manager Selection
- Investment Analysis and Recommendations
- Ethics
- Compliance and Legal Implications

Wealth Management

- Tax Efficient Portfolio Construction and Management
- Tax Planning
- Business Entities and Closely Held Business
- Concentrated Stock Positions
- Executive Compensation Plans
- Retirement Planning
- Asset Protection
- Charitable Planning
- Estate and Gift Taxation
- Estate Planning
- Insurance
- Behavioral Finance

Supplemental

- Building Your Business (if related to investment or wealth management)
- Leadership Programs (if related to investment or wealth management)

TOPICS AND SUBMISSIONS NOT ACCEPTED

(PLEASE NOTE THIS IS NOT AN EXHAUSTIVE LIST)

- Programs/sessions less than 50 minutes
- Marketing skills and techniques
- Motivation programs
- Team building
- All FINRA, NASAA, insurance or other regulatory and licensing exams
- Proprietary information, products or services
- Normal business procedures
- Due diligence presentations/sessions
- Online courses without exams and passing grade
- Webcasts without proof of attendance/exams
- Client/public presentations or seminars
- Tapes/CDs/DVDs
- Prep classes for licenses/certifications
- Self-published books
- Authorship of newspaper articles
- Non-peer reviewed journals
- Grading exams for other designations/certifications

For more information about reporting CE to IMCA, visit www.IMCA.org.

PLEASE PRINT:

Name _____ IMCA ID # _____

Company _____ Date _____

Please check all that apply: CIMA® CIMC® CPWA®

CE Provider Name _____ CE Program ID# _____

Program/Course Name _____ Program Date _____

Program Type: Conference Live Course Online Education Audiocast Publication Self-Study

Total Hours _____ Ethics Hours _____

Additional documentation (required for programs without a CE Program ID):

- Final Agenda with Attended Sessions Marked
- Session Descriptions
- Proof of Clock Time
- Proof of Completion/Attendance

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

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