



Category II Exhibit Hall Attendance Credit Application

IMPORTANT: Refer to instructions on the reverse for completing this application. Category II applications may be mailed, emailed or faxed to 703-842-8921.

Name: _____

Certification number: _____

Five-year recertification period – From (year): _____ to (year): _____

Event Name: _____

Sponsor: _____

Date(s) and location: _____

List five booths you visited and describe the knowledge you gained from each. *(Attach additional sheets if necessary)*

1)	
2)	
3)	
4)	
5)	

INSTRUCTIONS

- Category II applications must be written legibly.
- Category II credits for exhibit hall attendance are only given for meetings that have been approved for Category I credits and have 15 or more exhibitors.
- Application must be submitted within 60 days of the conclusion of the meeting.
- You will receive no more than 3 recertification credits per year for this activity. Meetings with over 100 exhibitors will receive 3 credits, medium meetings with 50-100 exhibitors will receive 2 credits and small meetings with 15-49 exhibitors will receive 1 credit.

DO NOT SUBMIT THIS FORM IF YOU HAVE ALREADY RECEIVED THE MAXIMUM ALLOWABLE CREDITS FOR THIS ACTIVITY THIS YEAR.

Please refer to *The Guide to Maintaining Your Certification* for more detailed guidelines on applying for Category II credits.

I have read and understand the policies and procedures governing the awarding of Category II continuing education credits as outlined in *The Guide to Maintaining Your Certification*. Further, I understand that incomplete or illegible applications will result in a processing delay or may cause this application to be ineligible for consideration.

Signature (required): _____ Date: _____

Retain a copy of this application for your records.

MAIL TO:

ABC

Attn: Continuing Education Dept.

330 John Carlyle St., Suite 210

Alexandria, VA 22314

Fax: 703-842-8921 or **Email:** ce@abcp.org