



Reporting Education Credits

A variety of education credits are available for your participation in our Annual Workshop. Please read the information below to ensure you follow the proper procedure to receive credit for all the sessions you attend.

All education forms for each credit type are available at the registration desk.

University Credit

University credit is available from Ashland University. If interested, please see the Ashland rep in the registration area on Wednesday between 10 am – 1 pm.

Continuing Education Unit (CEU) & Continuing Professional Education (CPE) Credit

You will earn contact hours towards CEU and CPE credit for attending any sessions (including general sessions). Complete the contact hours form as you finish each session. You may turn the form in at the registration desk on Thursday by 5:15 pm, or no later than the end of the Friday morning session. Late forms will not be accepted.

After the conference, contact hours will be issued to your OASBO online profile. Go to: www.oasbo-ohio.org and click the Login button. Once logged in, under your “My Contact Hours,” click View/Print My OASBO Event Transcript.

Continuing Legal Education (CLE) Credit

If you are an attorney seeking CLE credit for presenting or attending a session, please complete a CLE form.

Center for Public Investment Management (CPIM) Credit

Reporting CPIM Hours - New Process!

CPIM credit is available for track sessions approved by the Ohio Treasurer of State's office. Please see below for the NEW tracking and reporting processes to ensure you receive CPIM credit for those sessions attended. It is the responsibility of each attendee to ensure the following steps are completed in order to receive CPIM credit.

DURING THE CONFERENCE:

As you attend each CPIM session, you will receive a password for that specific session. Write the

password down on your CPIM form – you will need that password after the conference when you log into the State Treasurer’s website to report your CPIM hours.

REPORT YOUR CPIM HOURS ONLINE BY 5:00 PM, APRIL 20TH. THERE ARE NO EXCEPTIONS AFTER THIS DATE. If you have a wireless device or internet access with you at the conference, we suggest reporting your hours for each course attended during each break immediately following the course.

The State Treasurer’s Office is in booth #202 in the Trade Show with staff on hand to further explain the new CPIM process.

AFTER THE CONFERENCE:

STEP 1

Go to www.cpim.tos.ohio.gov and click the green MyCPIM Login button to log in using the credentials below:

username: the email address you have previously provided to CPIM

password: CPIM123

> Upon initial login, MyCPIM will ask you to send yourself an email to verify your identity and create a new password.

> Log back in using your new password and update your profile.

> Click Save and you’ll be back to your MyCPIM homepage.

STEP 2

Scroll to Schedule of Events and click View next to this event listing.

STEP 3

Scroll to the course listings and click on Report Hours next to the course you attended.

STEP 4

Fill out the form for that course including the hour(s) attended, the MyCPIM password confirming your attendance, and the evaluation. Click Report Hours.

If correctly submitted, you will receive an email confirmation of your reported hours for this course and on the MyCPIM homepage under the “My Previous Courses” tab, “Pending Organization Approval” will appear in the “Hours Earned” column next to this course listing.

If for any reason, you miss more than 10 minutes of instruction for personal or business needs, you are obligated to account for the missed time when reporting your hours.

STEP 5

Repeat steps 3 and 4 for additional courses attended.

STEP 6

If you are seeking CPIM certification, you are required to pay an Annual CPIM Certification Fee of \$100.

> If you have paid your fee, a green box will appear at the top of your MyCPIM screen.

> If you have not paid, a red box will appear. Click on it and follow the payment instructions.

You will not receive an invoice. If you do not pay the Annual CPIM Certification Fee before 12/31/2016, you will NOT receive CPIM hours for these courses.

For help navigating MyCPIM, contact 800.228.1102