WORK VERIFICATION FORM*
2021-2022 CYCLE

Credentialed Member Information

Name _____ Credential(s) _____ Member ID# _____

Company_____ Address _____

Phone_____ Fax _____ E-mail _____

Activities

Requested CE Credits*			
Activity	**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 (*Working Group_____*)			
Publication Reviewer (*up to 25 credits - 1 credit per 4 hours of review*) *Publication_____ Chapter(s), if applicable_____* #Hour(s)_____		____	____
RPA Course Instructor (*max. 25 credits/course* - 4 credits per 50 minutes of instruction; preparation time does not qualify for credit) *Course_____ # Instruction Hour(s)_____*		____	____
Multiple Choice Exam/Module Reviewer/Pretester (*up to 3 credits*) *Exam/Module_____*			
Essay Exam Reviewer/Pretester (*up to 5 credits*) *Exam_____*			
Essay Exam Grader (*up to 5 credits*) *Exam_____ Spring/Fall_____*			
Other (describe): _____			
Total:			

Submit this form to the RPA Staff or TEC who supervised your work. If you are unsure whom to send it to please email rpa @usaretirement.org.

Verification – To be completed by RPA Staff

> 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 2021-2022 CE cycle.

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RPA Staff (please print)   Position

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RPA Staff Signature**   Date