

WORK VERIFICATION FORM* 2021-2022 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>) Publication _____ Chapter(s), if applicable _____ #Hour(s) _____			___	___
RPA Course Instructor (<i>max. 25 credits/course - 4 credits per 50 minutes of instruction; preparation time does not qualify for credit</i>) Course _____ # Instruction Hour(s) _____				
Multiple Choice Exam/Module Reviewer/Pretester (<i>up to 3 credits</i>) Exam/Module _____				
Essay Exam Reviewer/Pretester (<i>up to 5 credits</i>) Exam _____				
Essay Exam Grader (<i>up to 5 credits</i>) 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.

RPA Staff (please print)	Position
RPA Staff Signature**	Date

* This form must be submitted by the end of the current CE cycle, otherwise CE credit will not be awarded. Retain a signed copy for your records. **You are responsible for reporting your own CE credits.** You can self-report your credits here: <http://asppa.personifycloud.com/PersonifyEbusiness/My-Account/Self-Reporting-Credits>

**RPA Staff or TEC – submit the signed form to the volunteer and copy rpa@usaretirement.org.