

# CHAPTER AND PROGRAM SPONSOR OPTIONS FOR REPORTING CPE CREDITS

## **Certification**

### **Chapter Options for Reporting CPE Credits**

Chapters have two options when reporting recertification credits:

#### **Option 1 – Certificate of Attendance**

A Certificate of Attendance form, provided by the Chapter to an attendee, can serve as proof of attendance or certification of completion. The attendee then is responsible for uploading the document on the [ASIS website](#) under “My Certifications”. [View Certificate of Attendance](#) (pdf)

#### **Option 2 - Sign-in Sheet**

A sign-in sheet can be prepared by the Chapter that lists attendees. The Chapter should provide a copy of the sign-up sheet to the attendees who can then is responsible to upload the document on the [ASIS website](#) under “My Certification”. [View sign-in sheet](#) (pdf).

Please note that forms are for Chapter and program sponsor use only!