

# CE Credit Qualification Criteria

Education programs must meet the below criteria for CE credit qualification:

## 1. Program Development/Content

- a. Programs are developed and facilitated by persons qualified in the subject matter.
- b. Content is current, correct and related to CIMA®/ CIMC®/CPWA® certifications. A list of accepted topics is on pg. 5.
- c. Unacceptable content includes, but is not limited to: prep classes specific to a license or certification, such as FINRA or NASAA licensing exams; proprietary information; product presentations; normal business procedures (including due diligence meetings); client/public presentations or seminars.

## 2. Program Format

- a. Real-Time Delivery
  - i. May include, but is not limited to, live classroom environment; in-person seminars; teleconference calls; or live webinar formats.
- b. Online Self-Study Programs or Publications
  - i. May include, but is not limited to, online self-paced modules; recorded webinars; or publications.

## 3. Program Criteria

- a. Real-time delivery and self-study programs must feature 50 minutes of educational programming for CE credit qualification (Time for questions/answers or exam time is not included in the 50-minute minimum).
- b. 50 minutes of education constitutes 1 credit hour; after the first credit hour, CE credit can be calculated in half-hour increments, rounded down to the nearest half hour.
  - i. If providing evidence of session time is not possible (i.e. in some online self-study programs or in publications), a scored quiz can be used as proof of completion.
  - ii. The quiz must consist of a minimum of 10 questions per hour of education and must be scored by the education provider. Evidence of satisfactory completion (70% or higher) is required for acceptance.

## 4. Program Records

- a. CE Providers must maintain record of the educational program and attendees for 4 years following the date of delivery.
- b. Records must include the following:
  - i. Date, location, and format of the program delivery
  - ii. Name(s) of presenter(s) or discussion leader(s)
  - iii. Outline of the program presentation(s) and/or materials
  - iv. List of IMCA certificants in attendance
  - v. Successful completion of examination (if applicable)