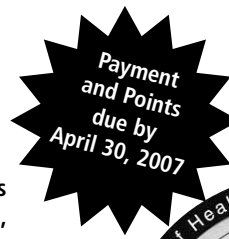


Point Submission Form

Total points needed for recertification will be customized to your account and indicated on your invoice. Please note your certification level and how many points are needed annually for re-certification: CRCST (12 points), CIS (6 additional points), CHL (6 additional points), CHMMC (6 core or additional points)



Instructions for use:

This form is to be used as a guide for accumulating your points. Whenever possible, please attach this form to your points submission as a cover sheet. Sections are created to indicate possible ways of achieving credits for the audit, and you may mix and match any section until your total recertification points (credit hours) have been successfully achieved. ALL points must be gathered between April and March of the billing year. Please do not submit to IAHCSMM until all points have been gathered.

Note any special instructions that are indicated for each section.

Please remit with billing statement and dues paid in full to:
IAHCSMM Headquarters • 213 West Institute Place • Suite 307 • Chicago, IL 60610
or by credit card to: Fax (312) 440-9474

Name

Member ID #

Purdue Self Study Lessons

1. Submit a separate validated score sheet from Purdue University as an attachment
2. Each quiz scoring a 70% or higher is worth 2 points
3. Quizzes must be taken between April and March of billing year

Number of points submitted for
Purdue Lesson Plans (in box)

IAHCSMM / ICE Lesson Plans

1. Submit a separate validated score sheet from iahcsmm.org as an attachment
2. Each quiz scoring a 70% or higher is worth 2 points
3. Quizzes must be taken between April and March of billing year

Number of points submitted for
IAHCSMM / ICE Lesson Plans (in box)

Alternative Agency Self Study Lessons

1. Submit graded quiz signed by immediate supervisor
2. Each quiz scoring a 70% or higher is worth 1 point
3. Quizzes must be taken between April and March of billing year

Number of points submitted for
Other Lesson Plans (in box)

IAHCSMM Meeting

1. Submit either as an attachment a separate Certificate of Attendance or a separate photocopy of a stamped verification card as an attachment
2. Points achieved for audit are indicated on the Certificate of Attendance or verification card
3. Annual or Regional attendance must be between April and March of billing year

Number of points submitted for
IAHCSMM Meeting (in box)

College Course

1. Submit as an attachment a separate validated grade sheet from the Institution where course was taken
2. One successfully completed course with grade of "C" or better will serve for the full 12 points
3. Course must be completed between April and March of billing year
4. Course must be applicable towards Central Service or job performance

Number of points submitted for
College Course (in box)

Continuing Education Unit

1. Submit as an attachment a separate validated CEU card or certificate from agency/organization distributing points
2. One Continuing Education Unit (CEU) is equal to 10 points (credit hours)
3. CEU must be achieved between April and March of billing year

Number of points submitted for
CEU (in box)

Seminars Attended

1. Submit as an attachment a separate validated Certificate of Attendance from agency/organization distributing points
2. Seminar has prior IAHCSMM approval for point submission
3. Attendance must be between April and March of billing year

Number of points submitted for
Seminars (in box)

~Over for more information~

In-Services and Staff Meetings

Use this sheet as a record of your In-Services or Staff Meeting:

1. 1 point is awarded per each contact hour of attendance
1/2 hour = 1/2 point, 15 minutes = 1/4 point
2. Direct Supervisor must sign this form indicating attendance
3. In-Services and Staff Meetings must relate to Central Service or job performance
4. In-Services and Staff Meetings must be between April and March of billing year
5. Topic, duration and date must be listed for each In-Service or Staff Meeting
6. Duplicate this sheet if you require additional room

Number of points submitted for
In-Service/Staff Meeting (in box)

Topic	Duration	Date
Topic	Duration	Date
Topic	Duration	Date
Topic	Duration	Date
Topic	Duration	Date
Topic	Duration	Date
Topic	Duration	Date
Topic	Duration	Date
Topic	Duration	Date
Topic	Duration	Date
Topic	Duration	Date
Topic	Duration	Date
Topic	Duration	Date
Topic	Duration	Date

Supervisor's Printed Name

Supervisor's Signature

Supervisor's Title

Supervisor's Phone Number

Total number of points submitted (adding all sections together) is indicated in box.
For current billing year, this box must equal a minimum of 12 points to be valid for CRCST re-certification
(other certifications require additional points to renew each level of certification; please adjust your totals accordingly)