



## CPL Workshop Requirements

Revised November 2021

Credit toward an Achievement in Medical Education Program (AMEP) Certificate and/or CME credits are available by fulfilling the following workshop requirements:

- Complete online pre-work, if applicable.
  - Individuals who do not complete the online part of a blended workshop prior to the live session will not be admitted to the live session.
  - The CPL refund policy (see below) will regard lack of online pre-work completion as a last-minute cancellation, or 'no show,' resulting in no refund of registration fees.
  
- Attend live workshop session.
  - Partial CME credit may be earned by attending part of the live workshop session.
  - Individuals must fully participate in all aspects of the activity to receive credit toward completion of an AMEP certificate.
  
- Submit an online post-workshop Learning and Feedback Form within three business days of the workshop.
  
- Submit an online Attestation Form within three business days of the workshop. Participants will be immediately directed to an activity's Attestation Form upon submission of a post-workshop Learning and Feedback form.

CPL's Registration Fee Refund Policy: Full refunds are available to those providing written or email cancellation requests up to one week (5 business days) prior to the event date. Refunds less a \$40 administration fee will be available to those who provide written cancellation within four (4) business days of the event date. No refunds will be provided for cancellations received the day before or the day of the event, or for those who register but fail to attend.