

CPL Workshop Requirements for AMEP Certificate and CME Credit

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

- **Complete online pre-work, if applicable.**
 - Individuals who do not complete the online portion of a blended workshop prior to the live session will not be admitted.
 - CPL will treat lack of pre-work completion as a last-minute cancellation or 'no show,' and no refund will be provided.
- **Attend the live workshop session.**
 - Partial CME credit may be earned by attending a portion of the live session.
 - To receive credit toward an AMEP certificate, full participation in all aspects of the activity is required.
- **Submit the online post-workshop Learning & Feedback Form.**
 - Upon submission, you will be automatically directed to the Attestation Form.
 - **Both forms must be completed before you leave the workshop, and no more than 10 minutes after the session ends,** in order to receive CME or AMEP credit.
- **Certificate of Attendance:**
 - A certificate will be emailed to you within three (3) business days of the workshop once CPL receives your completed Attestation Form.

CPL's Registration Fee Refund Policy:

- Full refunds are available if written or email cancellation is received at least five (5) business days prior to the event.
- Cancellations received within four (4) business days of the event are eligible for a refund minus a \$40 administrative fee.
- No refunds will be provided for cancellations made the day before or the day of the event, or for those who fail to attend.