



AGA Atlanta Continuing Professional Education Policy

AGA Atlanta offers Continuing Professional Education (CPE) hours through our education events. CPE certificates are available to attendees within two weeks post-training. An email notification is sent to attendees using the email address entered during the event registration process when CPE certificates are available.

CPE Tracking Process

Virtual Participation

For events with virtual attendance, attendees need to access the webinar through their individual links provided once registration is complete AND prove that they are paying attention (reporting CPE Codes and/or answering polls).

In accordance with the standards issued by the National Registry of CPE Sponsors (NASBA), CPE credits will be granted based on a 50-minute hour. Attendees will be shown at least 4 CPE Codes or Polls per hour. **Attendees must record or answer 75% of the CPE Codes or Polls AND meet the required minimum number of minutes attended to earn full CPE Credit.** Below is a breakdown of the number of CPE Codes or Polls AND minimum number of attendance required per credit hour:

CPE Hours (Full Credit)	Required Minimum Number of Minutes of Attendance	Minimum Number of Codes/Polls	Required Number of Codes/Polls to Receive Full Credit
1	50	4	3
2	100	8	6
3	150	12	9
4	200	16	12
5	250	20	15
6	300	24	18



CPE Retrieval

CPE certificates will be available within two weeks of the event. When certificates are ready, attendees will receive an email with their CPE certificate attached.

Please note: CPE certificates for paid events are only available to attendees who have paid the balance for the training event in full.

Should you have any questions, please contact eventsupport@aga-atlanta.org.

CPE Appeal Process

In the event of a dispute regarding CPE status, CPE credit value, or any other related issue, you may submit your complaints in writing to AGA Atlanta within three months (90 days) post-event by emailing us at eventsupport@aga-atlanta.org. Any relevant documentation to be considered, including written notes regarding the session, photos, or other session related materials must be attached to your appeal. The AGA Atlanta Chapter Executive Committee will assess your appeal at their next regularly scheduled meeting and notify you of their decision. The CEC's decision shall be considered final.