



Continuing Professional Education (CPE) Requirements

AM&AA membership in good standing is required to earn and hold CM&AA® certification and to participate in the mandatory continuing professional education (CPE) and development activities needed to maintain the certification.

Within the first three years of earning the initial CM&AA® certification and then each three-year period thereafter, the CM&AA® holder must:

1. **Maintain their membership in AM&AA by paying annual dues and completing the Recertification & CPE Compliance Report.**
2. Attend at least one (1) AM&AA semi-annual conference within each three-year certification period.
3. Earn at least 12 additional “credits” **each year** by participating in approved activities such as the following:
 - a. Complete M&A courses or seminars – (AM&AA conferences included) - *credits vary*
Recognized courses and seminars, and the respective credits are the ones offered by institutions that offer advanced business credentials listed under Experience/Education (not all inclusive)
CPA CFP
CVA CMC
CBI CBA
ASA CMC
 - b. Speaker at an AM&AA conference – *6 credits per conference*
 - c. Teach a CM&AA® course(s) – *6 credits each occurrence*
 - d. AM&AA committee member (membership, conference, certification, international)- *6 credits per year*
 - e. Contributor to an AM&AA newsletter (per newsletter) - *6 credits*
 - f. Presenter of a webinar – 12 credits per webinar
4. Pay an annual CM&AA® continuation fee, which may be revised from time to time. CM&AA® continuation fee is \$50/yr. which will be billed in conjunction with the annual dues of \$495.
5. AM&AA Executive Committee may waive certain continuing education requirements under special circumstances.