

MCEP ACCREDITING AGENCY

1231 I STREET, SUITE 204

SACRAMENTO CA 95814-2933

TEL: (916) 286-7980

FAX: (916) 286-7985

www.mcepa.org

Credit Reporting Form

BOX FOR OFFICE USE ONLY

This Form is used to report courses that are not directly reported to MCEP for you. These include courses presented by APA, CMA, ACCME, and ABPP CE Sponsor Organizations. If you need further assistance with this report, call the number above.

Submit this form with a copy of your attendance certificate or letter of completion for each course listed (do not send original certificates) and the regulated \$35 filing fee. Mail or fax to the above address. Faxed reports must include a charge authorization to be processed. **Do not both mail and fax information. Once your report is processed we will mail you an updated copy of your educational record, please look over this record and make sure it matches what you sent in.** Independent Learning hours “means the variety of forms of organized and directed learning experiences that occur when the instructor and the student are not in direct visual or auditory contact” For further information please see our website.

PLEASE PRINT LEGIBLY

Date:	Lic. #: PSY	Lic. Expiration Date:
Last Name:	First Name:	
Email Address:		
Date	Independent Learning	Course Title
	Yes / No	# of Credit Hours
	Yes / No	
	Yes / No	
	Yes / No	
	Yes / No	
	Yes / No	
	Yes / No	
	Yes / No	
	Yes / No	
	Yes / No	
	Yes / No	
	Yes / No	

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****The regulated \$35 filing fee must be enclosed in order for this report to be processed.**
Make checks payable to MCEP or fill out credit card authorization below.

Visa, Master Card, American Express, Discover - **Credit Card #:** _____

Expiration Date: _____ **Verification Code:** _____

Signature: _____

Phone:	Fax: (optional)	
Billing Address:		
City:	State:	Zip: