Checkpoint Credit Requests

*Education programs and products are eligible for Checkpoint credit provided that:*

- The content is relevant to the field of nerve conduction studies (not including EEG, IOM or PSG);
- The program or educational product is at least 3 hours in length or takes 3 or more hours to complete.
- The program is presented in an organized learning format and includes a printed schedule with dates, times, speaker and their credentials; Faculty or product authors must have the appropriate professional credential for the information being presented;
- The objectives of the program are stated and adhered to and authors/faculty hold the appropriate professional credential for the information presented;
- The sponsoring organization assumes responsibility for the program, including capable direction and qualified instruction;
- The event hasn’t yet taken place.

*Programs which are not eligible for Checkpoints include:*

- Equipment in service and training sessions;
- Webinars (pre-recorded or live);
- Programs or products that focus on EEG, IOM or PSG;
- Mandatory and/or standard employee training for on-boarding purposes. This includes employer provided didactic course work and vocational training at the onset of employment for the primary purpose of preparing employees to perform one’s duties;
- Classroom activities such as required reading, notes, flashcards, quizzes, or non-neurodiagnostic related training such as HIPAA, CPR, or facility tours, etc;
- Events that have already taken place. Retroactive requests will not be considered;
- Incomplete applications and those received without payment of the appropriate fee will be returned to the sponsoring organization.

*How many credits can I expect?*

- Each qualifying event or course as a whole is eligible for 1 Checkpoint credit. A passing score on a post-event quiz is required for credit.

**Process for requesting Checkpoint credit**

1. **30 days or more before the event:** Program hosts complete the application form and submit payment online ($125). Email the completed form to abem@abemexam.org.

2. **ABEM will notify you via email if the application is approved or denied.**

Please contact the ABEM at abem@abemexam.org or 507-288-0100 with any questions.