# Medical Rehabilitation Management Certification
# CE Reporting Instructions

Active certificants are required to maintain their credential with professionalism and meet the continuing education requirements for renewal. CE reporting and renewal payment are required at the end of the three-year renewal cycle. Renewal dates are set on an Annual Cycle, beginning the following January after your initial certification.

## CE Requirement for Renewal

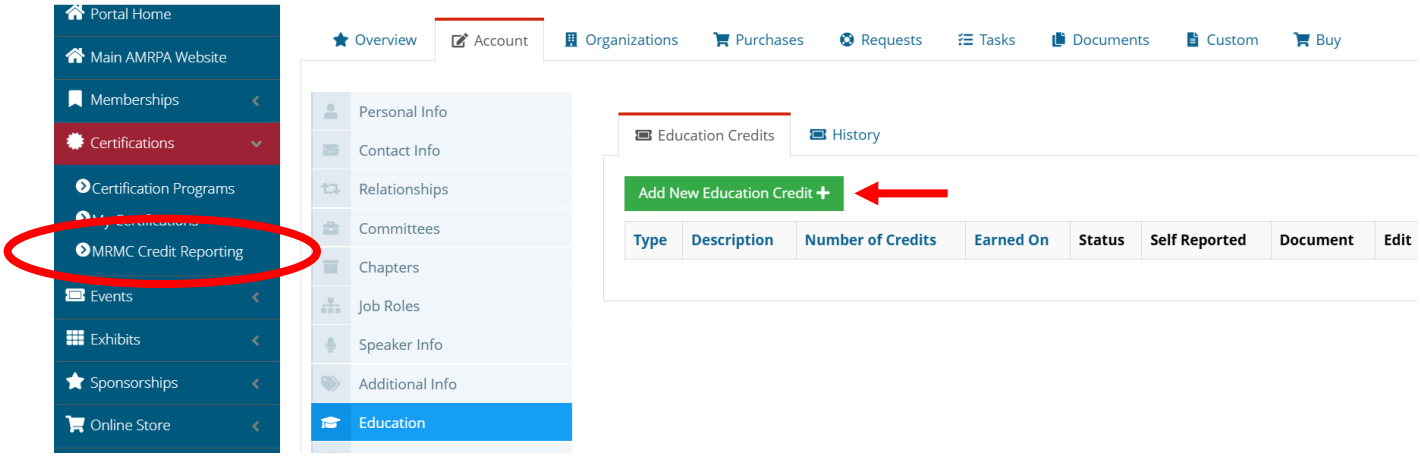
The continuing education requirement for renewal is based on a point system. AMRPA takes great pride in its efforts to advocate for the interests of inpatient rehabilitation hospitals and rehabilitation units. To encourage the continued involvement, professional growth, and advocacy of rehabilitation leaders, AMRPA has identified a variety of activities eligible to meet the continuing education requirement, in addition to CE courses. Refer to the MRMC Candidate Handbook for a complete list of activities eligible for CE requirement for renewal and their points values.

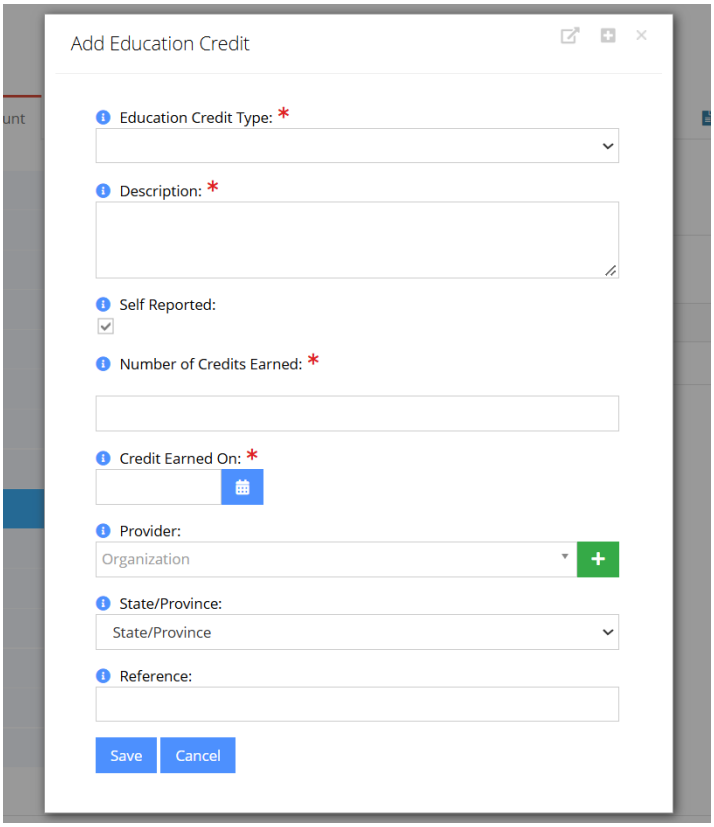
15 points* are required per year of the 3-year cycle (45 points total).
**At least half of the required points must be completed in approved CE course attendance.*

## Reporting Instructions

Follow the instructions below to report your CE activities at any time throughout your three-year renewal cycle.

1. Login to the AMRPA Member Portal at https://members.amrpa.org/.
2. Select ‘MRMC Credit Reporting’ under ‘Certification’ in the left side menu of your portal.
3. Click on the ‘Add new Education Credit’ button.






- Select the appropriate 'Education Credit Type' from the dropdown menu.
  - CE Course – Attendee
  - CE Course – Presenter
  - Performance Improvement Activity
  - Publication
  - Volunteer – AMRPA Committee
  - Volunteer – External Committee

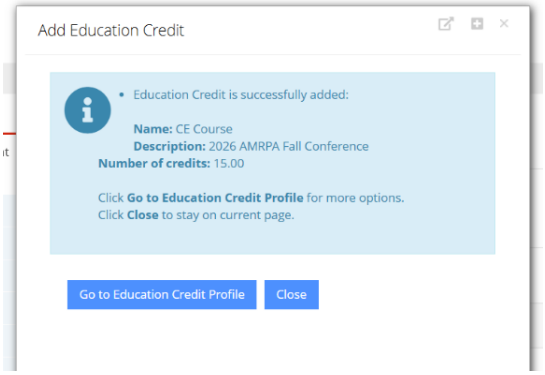
- Use the description field to enter the title of the CE course, or other eligible activity. Share additional details as needed to describe the activity.

- If the activity spans multiple days, use the start date.

- You can use the green plus sign next to provider field to enter the organization that hosted the CE activity, publication, or project.

- The state and reference fields are optional.

Once you enter your credit, you will not be able to edit. Please review your entry carefully before you click 'Save.' If you do save an entry with an error, contact info@amrpa.org for assistance and an AMRPA staff member will make the correction.




Click 'Close' to continue adding more activities.

Your credits will appear as 'Approved'; however, AMRPA staff will review entries to confirm completion of the renewal requirements prior to approving your renewal application.

Renewal applications will be subject to audit. If your application is selected for audit, you will be required to provide supporting documentation of CE points claimed. Instructions will be provided upon notification.

You may complete your renewal application early to take advantage of the early renewal rate and continue MRMC Credit Reporting through your expiration date.

Complete your MRMC Renewal Application at Certification Application Forms in the AMRPA Member Portal. (Member and/or promotional rate will appear once you have logged in to your account).