

QUICK REFERENCE SECTION

Access your **CBMT Login** to submit the following materials for each opportunity:

1. **Promotional materials** prior to advertising CMTE credits.
2. **Fees:** The following table outlines the annual fee by CMTE opportunity, based upon credit hours awarded. Once promotional materials are submitted you will be invoiced based on this table.

Number of Credits Being Offered:	Total Fee per Opportunity:
1	\$40
2	\$60
3-10	\$80
11-20	\$120
21 and up	\$150

3. **Participant Reporting Form** within 30 days of completion of a synchronous CMTE opportunity and by the end of the calendar year for asynchronous opportunities.

Notify the CBMT office within one week of any of the following changes:

1. AP Continuing Education Director and/or AP's contact information
2. Mission Statement
3. Grievance Policies and Procedures
4. Criteria for selecting qualified instructors
5. Certificate of Completion Template