The American Occupational Therapy Association, Inc.

AOTA Annual Conference & Expo
CEUs/Contact Hours Credit Tracking Form
For Volunteer Session Scanners

Instructions:

Complete both sides of this form to receive continuing education credit if are not registered for conference on the day you served as Session Scanner. **Remember to scan your conference badge to receive credit**. There is a $25 processing fee per .3 CEUs/3 contact hours.

At the conclusion of your volunteer service, have your completed form validated at the "Session Scanners" counter before proceeding to the Cashier for payment. Forms not validated and submitted prior to the close of conference will be ineligible to receive continuing education credit.

Name (print clearly) _____

Date of Session	Session No.	CEUs/Contact Hours
	Total CEUs/Contact Hours	
	Divide total hours by 3	
	Multiply above total by $25	
	Total Amount Due	$

CEUs/Contact Hours By Session Type	
Institute	.6/6
Workshop	.3/3
Short Course	.15/1.5
Research Platform	.15/1.5 or .1/1
SIS Roundtable Discussion	.01/1
Paper	.03/.3
Exhibitor Sponsored Seminars	.075/.75
SIS Buzz Session	.1/1
Poster Session	.2/2

Method of Payment:

- ❑ Check (make check payable to AOTA. A $25 fee for returned checks)
- ❑ Money Order
- ❑ Visa
- ❑ MasterCard

Card Number _____ Exp Date _____

Signature _____

Cardholder's Name _____

Cardholder's Address _____

Volunteer Session Scanner Form

Instructions

Complete both sides of this form to receive credit for the session(s) you served as a Session Scanner. Have the form verified by someone at the Session Scanner counter and submit for payment at the Cashier counter.

Verified by: _____

Member ID	Name	
Home Address		
City, ST, Zip		
Phone	E-mail	Fax
Company Name		
Business Address		
City, ST, Zip		
Phone	E-mail	Fax