

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 Individual Opportunity:
1	\$40
2	\$60
3-10	\$80
11-20	\$120
21 and up	\$150

3. Opportunity Evaluation Summary Form within 30 days of completion of opportunity.
4. Participant Reporting Form within 30 days of completion of CMTE opportunity.

Compile and file for audit the following materials for each opportunity:

1. Presenters' résumés or curricula vitae
2. Opportunity Description Form
3. Certificate of Completion
4. Opportunity Evaluation Forms completed by participants. Do not submit these forms for audit unless requested by CEC reviewers.
5. Opportunity Evaluation Summary Form completed by AP