

CAS RENEWAL DOCUMENTATION FORM - 2012

The Academy reserves the right to disallow entries if they do not meet the renewal requirements.

- Submitted CE's must be completed within one year of the current renewal date.
- CE's must be approved by a recognized national or state approval or accrediting body. All other CE offerings must be reviewed by the American Academy.
- CE's must be documented by an official certificate of attendance signed by the instructor and stating the attendee, the number of CE's hours, the dates of attendance, and the approval body.
- University/college level teaching/presentations will be accepted if documented on the institution's letterhead or brochure, listing the instructor, course title, course date, and number of credits awarded. The presenter will receive ½ of the CE's awarded for the course (1 college credit = 15 CE's). Each presentation must be unique.
- CE's on the topic of clinical supervision will be accepted. Clinical supervision hours and/or hours associated with employment responsibilities will not be accepted.

Renewal and other member documents can be downloaded at www.americanacademy.org.

PLEASE UPDATE YOUR PROFILE

NAME: _____ CAS No. C- _____

Best daytime contact number: (____) _____ (please check) Business Personal Cell

Email address: _____

PLEASE MAIL MY CORRESPONDENCE TO: (please check) Personal Professional address

NEW PERSONAL ADDRESS (CHANGES ONLY) Country (if not the USA) _____

Personal Address: _____ City _____ State _____ Zip Code _____

(____) _____ (____) _____ (____) _____
Personal Phone Cell Phone Fax No.

NEW PROFESSIONAL ADDRESS (CHANGES ONLY)

Name of Program or Practice _____

Professional Address: _____ City _____ State _____ Zip Code _____

(____) _____ (____) _____
Business Phone Fax No.

CREDENTIAL CHANGES:

(Changes/additions can be made only if documented - please attach.)

MAIL RENEWAL TO: American Academy: 314 West Superior Street, Suite 508; Duluth, MN 55802

Or FAX RENEWAL: 218-722-0346, Attention Renewal Department

If you have questions, please call 1-888-429-3701 and ask for the Renewal Department.

Office hours: Monday – Thursday, 8:30 – 4:30 CST