



Continuing Education Reporting Form for **Submitting CE Credits**

Association of Surgical Technologists

6 West Dry Creek Circle • Suite 200 • Littleton, CO 80120-8031

Phone: 800.637.7433, option 3 • **Fax:** 303.694.9169 • **www.ast.org**

NAME (TYPE OR PRINT ONLY)			CONTACT PHONE NUMBER	CERTIFICATION NUMBER	AST MEMBER NUMBER
STREET ADDRESS			E-MAIL ADDRESS		<input type="radio"/> CST <input type="radio"/> CSFA
CITY	STATE	ZIP CODE	EMPLOYER'S NAME	SOCIAL SECURITY NUMBER XXX-XX-_____	CURRENT CERTIFICATION CYCLE DATES

STEP 1 Month/Day/Year <i>[List in Chronological Order]</i>	STEP 2 Name of the educational activity <i>[All activities must be listed on the CE Reporting Form to receive credit.]</i>	STEP 3 Provider name and location of CE activity <i>[Specify if activity was an in-service through your employer.]</i>	STEP 4 # of credits	STEP 5 Copy Enclosed <input type="checkbox"/>	AST USE ONLY
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

STEP 6	<i>I acknowledge that this is a true representation of CE credits earned.</i>	Total CE credits this page:
	Signature _____ Date _____	Total credits for this submission:
		<small>ADD ALL REPORTING FORMS TOGETHER. DO NOT INCLUDE PREVIOUSLY SUBMITTED CE CREDITS</small>

NON-MEMBER

Non-member \$400 fee enclosed: Check Visa MasterCard AmEx Card # _____ Exp. Date _____

AST USE ONLY PC___ CD___ NA___ AP___ DN___ DUP___ XM___ FEE___ OT___ Total not accepted _____ Total approved _____

Instructions For Filling Out The CE Reporting Form

Print clearly, using a ballpoint pen (no pencil or colored ink).

- Additional CE Reporting Forms may be photocopied or printed at www.ast.org.
- For information on earning and submitting CE credits: www.ast.org click on **Earn CEs button**.

Members and Nonmembers:

STEP 1	DATE CREDIT EARNED: Indicate two digits for the month, day, and year (i.e. 09/15/10). CE credits are accepted by the date of completion, not by date purchased or the date submitted to AST. Four-Year Certification Cycle—CSTs Certified Surgical Technologist (CST) must earn 60 CE credits before the four-year cycle expires to renew the credential by CE credits. Four-Year Certification Cycle—CSFAs Certified Surgical First Assistant (CSFA) must earn 75 CE credits before the four-year cycle expires to renew the credential by CE credits.
STEP 2	EDUCATIONAL ACTIVITY: List the specific name/title of the educational activity. Continuing educational activities must be relevant to the medical-surgical practice of surgical technology and surgical assisting.
STEP 3	PROVIDER NAME AND LOCATION OF CE ACTIVITY: List the name of the provider and location of the activity. IMPORTANT NOTE: Specify if in-service through your employer.
STEP 4	NUMBER OF CREDITS: List the total number of CE credits earned for each activity. One CE credit equals 50–60 minutes of activity. Partial CE credits are accepted by AST; however, the CE activity must be a minimum of 30 minutes (0.5 CE credits). Partial CE credits are accepted in 15 minute increments past the required minimum of 30 minutes. For example, an activity that is one hour and fifteen minutes will be awarded 1.25 CE credits.
STEP 5	[<input checked="" type="checkbox"/>] check off that documentation is enclosed for each activity. Incomplete or missing documentation will be returned without processing.
STEP 6	SIGNATURE AND DATE: Sign the form and include the date submitted acknowledging true representation of CE credits earned. Forms not signed will be returned.

Submit to AST:

STEP 1	CE Reporting Form(s).
STEP 2	Send copies of proper documentation for each activity you listed on the CE Reporting Form(s). Keep the originals.
STEP 3	Payment enclosed? Members: no additional fee for processing CE credits. Excludes AST issued journals and packages. Nonmembers: enclose \$400* processing fee. CE credits will be returned if no fee is enclosed.
STEP 4	Mail to: Member Services • Fax CE credits to: 303-694-9169 AST • E-mail scanned CE credits to: memserv@ast.org 6 West Dry Creek Cir Ste 200 • We accept money orders, personal checks, institutional checks, Visa, MasterCard, and American Express. Make checks Littleton CO 80120-8031 payable to AST.

CE credits are processed within 10 business days from the day received. • Incomplete forms and/or documentation will be returned.

After your credits are processed, AST will send you a CE credit letter acknowledging the number of credits that were accepted.

This is proof that your credits were processed by AST and this letter should be kept with your personal CE records.

(Check your CE credits at www.ast.org by using your member login information.)

**Prices are subject to change without notice.*