

## How to Receive Credit for Courses Completed

The ASI Certification Program accepts courses completed at major industry events or regional association conferences. To receive credit for these courses, please submit the following information to the ASI Education department for review (either by e-mail [asieducation@asicentral.com](mailto:asieducation@asicentral.com) or fax 215.953.3107).

Each credit request will be individually reviewed and points eligible for transfer will be reflected in the candidate's transcript report. In the rare event that courses completed aren't eligible for transfer, a member of the ASI Education department will contact the candidate.

Your name: \_\_\_\_\_

Your company: \_\_\_\_\_

ASI number: \_\_\_\_\_

Mailing address: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Phone number: \_\_\_\_\_

Name of sponsoring organization: \_\_\_\_\_

Course title: \_\_\_\_\_

Course location: \_\_\_\_\_

Course date: \_\_\_\_\_

Course length (participant course hours excluding break, lunch, etc.):  
\_\_\_\_\_

Name and company of instructor or course moderator: \_\_\_\_\_

Course description detailing the content and learner outcomes (what you learned by attending the session). Please identify what level of experience the program is designed for (beginner, intermediate and advanced) and include a **minimum of three** learner outcomes, or program objectives, for this session.

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**E-mail certification requests to ASI Education at [asieducation@asicentral.com](mailto:asieducation@asicentral.com)**

\* We'll accept courses completed at all major industry events as eligible for transfer starting in 2011. Courses completed prior to 2011 retroactively to 2008 are transferable.