



PDMM® RECERTIFICATION APPLICATION

***Applications should be submitted 30 days prior to your recertification deadline**

Checklist of items needed to be submitted:

- Completed Application and Recertification Fee
- Course Documentation:
 - You may still obtain hours up until your deadline, just be sure to include the course information on your recertification tracking sheet (this includes AADMM events and Outside Continuing Education Approvals [OCEA]). Once the course is completed, submit the Certificate of Attendance.
 - Proof of completed education hours: CEU Excel Tracking Sheet (available for download from the recertification page at www.aadmm.com) **OR** printing pages from the Tracking System showing credit hours and certificates.

Instructions to print off document from the Tracking System:

 - When in your tracking account, in the "Current License" section, click the "details" option for the types of credit. This will show a listing of the certificates used for that type of credit for the current recertification, print this page for each credit type.
 - When on the specific credit pages, look for PDMM OCEA certificates, if any appear, go back to the main page and locate the certificates for the events, click "certificate" and check under the title of the event to verify if proof of attendance is needed, or has already been submitted. If OCEA document states that proof attendance is needed, you must include both a copy of the approval **and** your certificate of attendance from the event.
 - Remember teaching/speaking certificates are floating credits and are only listed within the overall listing of certificates and are not applied to credit areas. Those hours must be written in by the PDMM designating credit area to which the hours are applied.
 - Certificates of attendance already logged in the tracking system do not need to be printed.

NAME

BUSINESS NAME

MAILING ADDRESS

CITY

STATE

ZIP

DAYTIME PHONE

DAYTIME FAX

EMAIL (confirmations will only be sent by email)

Fees:

AADMM member at \$150 \$ _____

Non-member at \$200 \$ _____

Total amount of payment \$ _____

Credit Card information:

(We accept only) VISA MasterCard

Name on card (Please print)

Method of Payment:

____ Payment made by Check or Money Order
(Make payable to AADMM)

____ Payment made by Credit Card

____ Please email me a receipt for my records

Account number

3-digit code

Exp. date

Signature

To MAIL payment, send completed form with check or money order payable to

AADMM: AADMM Registration Office, 174 Crestview Drive, Bellefonte, PA 16823

PHONE: 814-357-9191

Email or Fax with credit card payment to: FAX: 814-355-2452 EMAIL: certification@aadmm.com

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