**  
60 CPEs for Renewal Requirement**

In order to renew the Certified Grants Management Specialist (CGMS) credential, 60 CPEs of continuing professional education requirements must be attained prior to the three (3) year expiration of the credential. Upon submission of this form and the renewal fee, your credential will be extended for an additional three (3) years. You will be required to submit 60 CPEs every three (3) years. The CGMS Committee under the Policy and Procedures and Ethics Rules has the authority to audit your CPEs. Please list your CPEs below and sign to attest they are true and accurate.

**PRINT Credential Holder Name**:

Please print legibly and match the name on your CGMS credential

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Program Name** | **Type of Activity** | **Date of Activity** | **Number of Hours** | **CPE/CEU’s earned** | **Description of Program** |
| Sample | Classroom |  | 8 | 9.6 | Audit standards for Federal Education Grants |
| Sample | On-demand Webcast |  | 4 | 0 | Ethics refresher for grants officers in local governments |
| Sample | Conference |  | 16.5 | 20 | NGMA Annual Training |
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I certify under the Policy and Procedures of the CGMS Committee and the Ethics and Professional Standards, I have completed the minimum of 60 hours of CPEs of the required continuing professional education activities to be re-certified.

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Printed Legal Name Signature Date