

## **AMi Continuing Education Requirement Guidelines**

The Automotive Management Institute, a 501(c)(3) nonprofit educational organization, has begun to require continuing education (C.E.) to maintain the organization's professional designations.

### **The C.E. Requirement**

The C.E. requirement requires a minimum of six credit hours of approved AMi training during each calendar year.

- Additional credit hours over the required six credit hours achieved during a 12 month timeframe cannot be carried over to next year.
- If C.E. requirement is not maintained, six credits hours for each year not met will be required to reinstate "current status."

### **How to Achieve C.E. Requirement**

AMi graduates may achieve the six credit hours of training each year by successfully completing the following AMi approved learning opportunities:

- Live Instructor-led classes
- Online courses hosted on myAMi Learning Portal (<https://ami.knowledgeanywhere.com/>)
- Read Articles and complete related quizzes hosted on myAMi Learning Portal
- Watch Videos and complete related quizzes hosted on myAMi Learning Portal
- Listen to Podcasts and complete related quizzes hosted on myAMi Learning Portal

### **Transition**

In 2018

During the transition year, AMi graduates will have until December 31, 2018, to complete a minimum of six credit hours of AMi approved training to maintain the designation.

After 2018

After the 2018 transition year, AMi graduates will have a full 12-month calendar year, ending on the last day of each year to complete a minimum of six credit hours of AMi approved training.

### **Enforcement Policy**

Individuals not meeting the AMi CE requirement

- Will no longer be available for verification on the AMi website.
- Are not allowed to use the Automotive Management Institute's professional designations as a professional credential.
- If designations are not maintained, but designation use continues, AMi will take necessary actions to protect the integrity of its professional designations.