**Digital Experience Institute** (DEI)

**EDUCATION ATTENDANCE AFFIDAVIT**

The Digital Experience Institute (DEI) exercises due diligence to verify that persons sitting for the DES exam have accumulated the necessary clock hours or Continuing Education Units (CEs) of digital education necessary to meet the prerequisites for sitting for the DES exam. One Continuing Education Unit is awarded for each 10 hours of instruction. (.1 CE for each 1 hour of instruction.)

\*Note: Social events, food and beverage breaks, fundraising events and other activities do not qualify for CEs. Participants should keep track of relevant education to provide as proof of attendance at programming necessary to qualify to sit for the DES exam.

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| **Date Viewed Session** | **Start**  **Time** | **End**  **Time** | **# of CEs** | **Session Sponsor/Title** | **Attended/Location/Online** |
|  |  |  | 14 | DES Online Course Modules 1-10 |  |
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*Add additional sheets or rows as necessary.  
If you completed the DES online prep course, you can add the course as one line item worth 1.4 CEs for all required course work and itemize any extra credit you receive for the supplemental course materials.*

This/these program(s) is/are eligible for a total of: ***.0 CEs based on a 60-minute hour***

PLEASE NOTE: To calculate the number of credits you are eligible to claim, calculate 1 clock hour as .1 CEs. Add up the total number of CEs of programming actually attended. 25 clock hours (or 2.5 CEs) are required to sit for the DES exam.

By signing below, I certify that I attended the activity described above and am entitled to claim clock or CE credit hours.

Name (Print) Signature

Date

Return this form to [education@pcma.org](mailto:education@pcma.org) as proof of educational program attendance to DEI to qualify to sit for the DES exam.