



Offering PXE Credits for Conferences or Workshops

Organizations who wish to offer PXE credits for conferences or multi-day workshops may do so two ways. Organizations may submit a completed application following the steps below to be reviewed and approved by the PXI review board. Organizations who have been granted approval from another accrediting body to offer alternate continuing education credits, may submit a reciprocity approval conference application.

Required Steps to Apply for Conference PXE Credit

1. Prior to completing a conference application online, an organization wishing to seek PXE credits should contact PXI to discuss this request and provide supporting documentation. The email to use is: info@pxinstitute.org
2. After receiving approval, organizations may continue with the conference PXE application. You can begin the application process via this link: <https://www.highmarksce.com/pxi/> Applications are submitted for the entire conference, with sessions listed as objectives in the application. Speaker information must be entered for all speakers, unless reciprocity approval has been granted.
3. Organizations must complete the entire application through the finalize section and then again contact PXI at info@pxinstitute.org to finalize the application and submit it for review.
 - a. Please note: Applications that do not have reciprocity approval may take up to 30 days to be approved to offer PXE credits.

Conference Fee Structure

Fees associated with conferences (there is a sliding scale for conferences offering more than 10 PXE credit hours)

Timing to program	> 30 days prior	16-30 days	7-15 days
1-10 per PXE	\$50	\$100	\$150
11-20 per PXE	\$25	\$50	\$75
20 and above per PXE	\$10	\$20	\$30

Marketing PXE Credits at your event and Issuing PXE Credits Post Conference

- Once applications are submitted, Organizations may advertise “Pending” credits following the “Promoting Your Event” guidelines listed [here](#).
- PXE Approved events will be marketed on the PXI website, PXI email, and social media.
- PXE credits can be issued externally through an organizations portal system or internally through the PXI portal. Organizations will make these arrangements with PXI after being granted approval. Further guidelines on this process will be provided with approval.

If you have questions regarding this discount policy, or would like to discuss how your organization can support team member development, please contact us at info@pxinstitute.org