



## Offering PXE Credits for Ongoing Programming

Organizations who wish to offer PXE credits for a Ongoing Programming may submit a completed application following the steps below to be reviewed and approved by the PXI review board.

### Required Steps to Apply for PXE Credit

1. Prior to completing a PXE 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](mailto:info@pxinstitute.org)
2. After receiving approval, organizations may continue with the PXE application. You can begin the application process via this link: <https://www.highmarksce.com/pxi/> Applications are submitted for the webinar, including learning objectives and statement of purpose. Speaker information must be entered for all speakers, including non-disclosure agreements.
3. Organizations must complete the entire application through the finalize section with payment via credit card. An organization that wishes to be invoiced, will complete the applications through the finalize step and then again contact PXI at [info@pxinstitute.org](mailto:info@pxinstitute.org) to finalize the application and submit it for review.
  - a. Please note: Applications may take up to 30 days to be approved to offer PXE credits.
4. Once granted, programs are approved to provide PXE credits for 2 years from their application date. After 2 years, a new application will need to be submitted for review and approval to continue to offer PXE credits.

### PXE Fee Structure

Once approved, organizations will be invoiced for payment of their total PXE credits offered for their program.

Fees associated with offering PXE credits:

Timing to program	> 30 days prior	16-30 days	7-15 days
Fee per PXE credit	\$50	\$100	\$150

### Marketing PXE Credits at your event and Issuing PXE Credits

- 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 will be issued internally through the PXI portal. Further guidelines on this process will be provided with approval.

If you would like to discuss how your organization can support team member development, please contact us at [info@pxinstitute.org](mailto:info@pxinstitute.org)