



## Continuing Education Credit Program General Information

### **Introduction**

Thank you for your interest in the American Association of Sleep Technologists (AAST) Continuing Education Credit (CEC) Program. The AAST is committed to providing high quality continuing education programs to meet the professional needs of sleep technologists. The AAST CEC Program adheres to high standards of excellence by assuring that each educational program meets the following criteria:

- Planned and conducted by qualified individuals.
- Addresses an identified need within the sleep technology profession.
- Contains specific written learning objectives.
- Program content and instructional methods are based on the specific learning objectives.
- An evaluation method is used to determine if the learning objectives were attained.
- Awards AAST CECs that accurately reflect the appropriate instructional time.

To ensure that Educational Providers adopt the AAST's commitment to excellence, they must furnish accurate information to potential participants about the course content, the number of AAST Continuing Education Credits awarded, the requirements for successful completion, and the list of faculty members. For each course participant the Educational Providers must issue a certificate of completion, report their participation to the AAST National Office, and maintain the attendance records.

Educational activities must meet the following criteria to be considered for approval:

- The educational content is relevant to the sleep technology profession.
- The educational program is presented in an organized learning format.
- The educational program is evaluated by attendees.
- The Educational Provider assumes responsibility for providing each attendee with a certificate of completion.

***Please Note: All AAST CEC Applications are only active for the current calendar year. All applications will be terminated on December 31 of each year and you will be required to submit a new application for the following year.***

**The following information will assist you in evaluation of your offering and completing the AAST CEC Application.**

The AAST CEC Program offers four educational categories to apply for AAST CECs:

1. **Single Lecture/Workshop** – Single topic program of 1-2 hours in length.
2. **Webinar** – Single topic program of 1-2 hours in length conducted live over the internet.
3. **Educational Program** – Multiple topic program of up to 8 hours per day in length (seminars, etc).
4. **Pre-Recorded Learning Activities** – Educational opportunities that use a pre-recorded medium with no direct

teacher/student interaction (CD-ROMs, DVDs, webcasts, online Power Point™ presentations, etc). **(Please note that this category requires the AAST CEC Pre-Recorded Learning Activity Application Form)**

Educational Providers interested in applying for AAST CECs must submit their completed applications and payment **at least 30 calendar days prior** to the educational offering. Applications received less than 30 calendar days prior to the educational program must be accompanied by the appropriate late fee. Each unique educational offering requires a separate application and payment. Educational offerings that will be repeated can be listed on the same application with a single payment to cover each course.

**Applications will not be processed if they are incomplete, handwritten, or received without payment.**

AAST CEC Program Application submitted less than **30** calendar days prior to the educational offering may not be accepted. Applications that are incomplete and/or submitted **fifteen (15) business days or less** prior to the educational offering will not be accepted. AAST CEC program approvals are valid for one calendar year (January 1<sup>st</sup> through December 31<sup>st</sup>).

*\* AAST reserves the right to modify the CEC program at any time without prior notice.*

### **Fees**

The AAST CEC application fees for each of the educational categories are as follows:

1. Single Lecture/Workshop (one to two hour program) - **\$50**
2. Webinar (one to two hour program) - **\$50**
3. Annual Single Lecture/Workshop (12 monthly one to two hour programs) - **\$540**
4. Educational Programs (Training Course, Seminar, etc. 2+ hours program) - **\$125**

***\*\*AAST does not accept purchase orders. Application fees are non-refundable and non-transferable.***

### **Late Fees**

1. Single Lecture/ Workshop -- **\$50**
2. Webinar -- **\$50**
3. Educational Programs -- **\$100**
4. AAST Student Lists submitted -- **\$50**  
later than 45 calendar days after Educational Program

Educational Providers that submit a complete AAST CEC Application and appropriate payment will receive notification confirming receipt of their application. The application will be evaluated and a determination made as to the status of the application.

It is essential that Educational Providers review the AAST CEC application guidelines and submit a complete application, supporting documentation, and appropriate fees to ensure a timely and efficient review of their application.

### **Application and Supporting Documentation**

The AAST CEC Application must include the following information:

- A. All documents must be typewritten.

- B. The Educational Provider's contact information.
- C. Appropriate educational categories and corresponding fees that apply to their educational offering. For example, a sleep disorders center offering a Single Lecture/Workshop will pay \$50 per offering.
- D. The Educational Provider will need to provide all information concerning the educational program on the application form. The educational program name, start/end dates and the location.
- E. The Educational Provider must indicate the total number of AAST CECs that are being requested for their educational offering. AAST CECs are awarded at a rate of 1 CEC per hour of instructional time; to calculate the number of AAST CECs, count the number of minutes that are considered instructional/classroom time and divide the total time by 60. Do not count time for breaks, testing, or question-and-answer sessions. In the event that there is a fraction, round to the nearest quarter of an hour. The minimum number of CECs that can be applied for is 1.  
Examples: *An Educational Provider is offering eight 45 minute lectures in an educational program. 8 lectures x 45 minutes = 360 minutes, 360 minutes/60 minutes = 6 hours. The Educational Provider applies for 6.0 AAST CECs.*  
*An Educational Provider is offering three 60 minute lectures and one 30 minute lecture. 3 lectures x 60 minutes = 180 minutes, plus 1 lecture x 30 minutes = 210 minutes, 210 minutes / 60 minutes = 3.5 hours. The Educational Provider applies for 3.5 AAST CECs.*
- F. Each AAST CEC application needs to include the following supporting documentation.
1. A copy of an electronic announcement/ brochure being used to promote the educational offering.
  2. An agenda or outline/syllabus that includes the topic, speaker/author, and presentation time.
  3. Speaker Information and Vested Interest form for each agenda topic.

### **Review Process**

The AAST CEC Accreditation Committee for AAST CEC Programs will review each application and provide the AAST Board of Directors with its recommendation. The committee will then inform the Educational Provider of their recommendation via a confirmation letter including the number of AAST CECs that were granted.

### **Change in Date and/or Venue**

Please be advised that any notification of change in the date and/or venue of the educational provider must be submitted to the AAST National Office in writing. A minimum of ten (10) business days notice is required for notification. One change will be allowed per application. Any further changes will result in the cancellation of the program and will require reapplication.

### **Speaker and/or Topic Changes**

Any changes in speakers and/or topics must be submitted to the AAST National Office in writing. A minimum of ten (10) business days notice is required for notification if the changes are significant enough to change the amount of credits allowed.

### **Vested Interest**

An individual involved in the planning of or the presentation of an educational activity may have an interest in or affiliation with an organization but the audience must be informed of this relationship before the presentation of the activity.

### **Assigned AAST CEC Program Numbers**

Assigned AAST CEC program numbers (included in the committee's recommendation for approval letter) must be used for all educational programs and must be included on all correspondence, AAST CEC Student Lists and summary of evaluations.

### **Cancellations**

In the event that an educational program is cancelled, the Educational Provider must inform the AAST National Office in writing of the cancellation.

### **Certificate of Attendance**

The AAST does not provide certificates of completion. It is the responsibility of the Educational Provider to provide attendees with a certificate of completion that identifies the organization's name, title of the educational program, the AAST CEC program number, the number of approved AAST CECs and the attendee's name (see sample attached). The AAST reserves the right to reject an application to any Educational Provider whose program offering, in the opinion of the AAST CEC Committee, does not meet the CEC criteria.

### **Attendance Rosters**

Educational Providers must record the attendance of each educational offering. The **AAST CEC Attendance Roster Template** (see page seven) is available to educational providers on the AAST website ([www.aastweb.org](http://www.aastweb.org)). The Educational Provider must maintain attendance rosters for a period of eleven (11) years. **The rosters are for your records only; the rosters are not submitted to the AAST National Office.** During this time the AAST reserves the right to perform random audits at which time educational providers will be required to submit copies of these documents to the AAST National Office within ten (10) business days of the request.

### **Submitting Student List**

**The AAST National Office must be provided an electronic and typewritten copy of the AAST CEC Student List** [using the Excel spreadsheet template (see AAST website)] via e-mail to [AASTCEC@aastweb.org](mailto:AASTCEC@aastweb.org) within **45 calendar days** of completion of the educational offering. The **AAST CEC Student List** (Excel spreadsheet template) is available to educational providers by clicking here <http://www.aastweb.org/Resources/Documents/CECStudentList.xls>. PLEASE NOTE: AAST CEC Student Lists received later than 45 calendar days after the completion of the program will be charged a \$50 late fee.

### **Evaluation**

Please note that every attendee is required to complete an evaluation form. A summary of all the evaluations must be submitted with the AAST CEC Student List.

### **Publicity**

Copies of all proposed promotional materials must be submitted with the AAST CEC Application. The following are examples of publicity:

Journal Announcements, Letters, Post Cards, Flyers, Programs, List Serve Announcements and Website / Web Postings

All promotional materials must meet the following requirements:

- Publicity (other than simple save-the-date type announcements) must be submitted with the application for review by the AAST.
- Publicity that includes detailed information (objectives and faculty, course highlights, educational methods, target audience) must contain a Designation Statement (see below).
- No mention can be made of AAST CEC credits prior to application approval by the AAST Board of Directors.

- Materials may contain the statement “AAST CEC Program Application has been submitted for approval” before an official approval is granted by the AAST.

### **Designation and Grant Support Statement**

Designation Statements (This statement must be printed on all promotional materials):

The American Association of Sleep Technologists designates this educational activity for a maximum of <insert number of credits> AAST Continuing Education Credits. Individuals should claim only those credits that he/she actually earned in the educational activity.

Grant Support Statement – This statement must be printed on all promotional materials if industry support is provided.

This course is supported (in part) by an unrestricted educational grant from <insert name of industry supporter>.

### **Recertification and CEC Requirements**

#### American Board of Sleep Medicine (ABSM)

Registered Sleep Technologist (RST): Recertification requirements to be determined

**For additional information please visit the ABSM website at [www.absm.org](http://www.absm.org)**

#### Board of Registered Polysomnographic Technologists (BRPT)

Registered Polysomnographic Technologist (RPSGT) recertification: 50 hours of Continuing Education Credits (CECs) earned over five years.

**For additional information please visit the BRPT website at [www.brpt.org](http://www.brpt.org)**