



**American Association of Electrodiagnostic Technologists**

P.O Box 2770  
Cedar Rapids, IA 52406  
877.333.2238  
[www.aet.info](http://www.aet.info)

**AAET Continuing Education/ AAET-CE credits  
Educational Offering Application Form**

Applicant's Name \_\_\_\_\_ Date \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Email Address \_\_\_\_\_ Fax Number \_\_\_\_\_

Affiliation (University/Hospital/Practice/Company) \_\_\_\_\_

Job Title \_\_\_\_\_

Degree(s); Professional Credential(s) \_\_\_\_\_ R.NCS.T. Registry Number \_\_\_\_\_

- Educational Offering Course Director Name(s) \_\_\_\_\_
- Title of Educational Offering \_\_\_\_\_
- Date(s) of Educational Offering \_\_\_\_\_
- Location of Educational Offering \_\_\_\_\_
- Length of Educational Offering \_\_\_\_\_
- Total Number of AAET-CE credits requested \_\_\_\_\_  
(one hour of educational offering = one AAET-CE credit)
- Description of Educational Offering (please X)  

|                                   |                    |                                |
|-----------------------------------|--------------------|--------------------------------|
| ___ NCS Workshop                  | ___ Single Lecture | ___ In-service/Case Conference |
| ___ Grand Rounds                  | ___ Lecture Series | ___ AAET online education      |
| ___ Other* *Please describe _____ |                    |                                |
- Content of Educational Offering \_\_\_\_\_  
\_\_\_\_\_
- Teaching Materials To Be Used \_\_\_\_\_  
\_\_\_\_\_

- Learning Objectives \_\_\_\_\_  
\_\_\_\_\_
- How will educational objectives be evaluated and measured at the conclusion of the Educational Offering?  
\_\_\_\_\_  
\_\_\_\_\_
- List Other Faculty Involved Including Degree(s), Professional Credentials and Submit CV  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**DIRECTIONS, TERMS AND CONDITIONS:**

- All educational offerings must be related to nerve conduction studies and/or neuromuscular education.
- All applicants must be a registered nerve conduction study technologist (R.NCS.T.).
- All applications must be printed off to be completed. Upon completion, please email the form as an attachment to the AAET Continuing Education and Recertification Committee (AAET-CERC) at [AAET-CERC@aaet.info](mailto:AAET-CERC@aaet.info).
- All applicants must list their email address on the application form; otherwise the application will not be processed.
- The submitted AAET-CE credit Educational Offering Application will be reviewed by the AAET-CERC for approval. The applicant will be notified by email if the application has been approved or disapproved.
- It is the responsibility of the applicant to print off the attendance roster and evaluation form from the website for their educational offering. All attendees must sign the attendance roster and complete the evaluation form to obtain AAET-CE credits.
- Completed Attendance Roster(s) and Evaluation Form(s) must be emailed to [AAET-CERC@AAET.INFO](mailto:AAET-CERC@AAET.INFO) within 14 days after the completion of the educational offering.
- The applicant is responsible for issuing a Certificate of Completion to attendees with appropriate number of AAET-CE credits listed on the certificate at the end of the educational offering provided the attendees have signed the roster and completed the evaluation form.
- Uphold high quality continuing education objectives.
- AAET will not be responsible for any copyright infringements by the applicant.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Course Director Signature (if other than applicant)

\_\_\_\_\_  
Date