

Aquatic Exercise Association Non-Approved AEA Provider CEC Allocation Petition Form Submission Guidelines

If an AEA Certified Professional attends a course that is offered by a person or organization that is **NOT** an AEA Approved CEC Provider, they must submit a petition form for credits.

Eligible Courses - AEA CECs are allocated for programs specifically designed to increase professional levels of skill, knowledge and leadership in the field of aquatic exercise. Accepted topics include, anatomy, physiology, kinesiology, psychology, safety, land based fitness programs, nutrition, leadership, professional growth, business practices and marketing. Courses not accepted through petition include land master classes/workouts, clinical hours, teaching hours, or preparation time for an examination and/or taking an actual examination.

CEC Allocation - Petitioned courses will be assessed based on theoretical and/or practical application of similar AEA Approved Provider programs. CECs will be allocated up to 50% of what a similar course offered by an AEA Approved Provider would receive. For example, a 3-hour aquatic workshop would be awarded a maximum of 1.5 AEA CECs.

Full CEC Allocation Exceptions - Programs offered on select topics of study in hospitals, colleges and/or universities, adult education, and/or special areas of study/professional courses/trainings may receive full CEC allocation. These courses will be issued CECs similar to that of an approved Provider and the petition fee is waived.

Petition Fee - The petition fee is \$15.00 per course or \$25.00 per conference. If the course does not meet specifications, the petition fee will be refunded. ***IF you are a current AEA CERTIFIED MEMBER, you are NOT required to pay petition fees***

The petition process will take approximately 3 weeks.

Non-Approved Provider CEC Petition Directives-Complete ALL required information.

Step 1: Contact Information – List YOUR Name, AEA Certification Number and E-mail address.

Step 2: Course Information

- Course NAME – Provide the exact title of the course.
- Course INSTRUCTOR – List the name of the person who taught the course.
- Course LENGTH – Provide the total duration of the course (do not include breaks).
- Course TYPE – List the type of programming of the course. Please choose from the following options: (L) = Land Workshop; (A) = Aquatic Workshop or Aquatic Master Class; (T) = Lecture; (H) = Home Study; or (C) = Conference.
- Course LEARNING OBJECTIVES – List three (3) objectives you learned from this course that are applicable to aquatic fitness.
- Organization Name – List the name of the organization offering the course if it differs from the Course Instructor Name.
- Provider Website/Email – List the website and email address of the Instructor and/or Organization offering the course.

Step 3: Proof of Attendance – Attach the necessary paperwork to demonstrate proof of attendance.

- A. For studies offered in hospitals, colleges and/or universities, adult education, special areas of study/professional courses/trainings provide a Certificate of Completion, Transcript, Grade Report and/or Verification of Attendance.
- B. For individual courses provide a course Completion Form or Course Certificate indicating date and location of event.
- C. For conventions/conferences provide a conference completion form or certificate indicating date and location of event and proof of the courses you personally attended. Also include a copy of the CEC Form issued by the hosting organization.

Step 4: Payment Information – Full payment must be included to process your petition form.



2009-2010 Aquatic Exercise Association
Non-Approved AEA Provider CEC Allocation
Petition Form

Before completing your petition please review the submission guidelines on page one.
Incomplete petitions will be returned and will delay the approval process

Step 1 - Contact Information

Table with 2 columns: Field Name (AEA Certified Instructor Name, AEA Certification Number, Email Address) and Input Field.

Step 2 - Course Information

Table with 2 columns: Field Name (Course NAME, Course INSTRUCTOR, Course LENGTH, Course TYPE, Course LEARNING OBJECTIVES, Organization Name, Provider Website / Email) and Input Field.

Step 3 - Proof of Attendance

Attach copy/copies with your submission. If this is a conference petition also include a copy of YOUR COMPLETED CEC FORM issued by the hosting organization showing the courses you attended.

Step 4 - Payment Information

Method of Payment: ___ Check Enclosed or Credit Card: ___VISA ___MC ___DISC ___AMEX

Cardholder Name: _____

Card Number: _____

Exp. Date: _____ CVC Code _____

Cardholder Signature (typed signature is acceptable): _____

Remember to attach or enclose:

- Completed petition form for each course/conference seeking AEA credits.
Proof of Attendance (scanned file attachments or paper copies) - CEC Forms, Course Completions, Certificates, overall completed Conference CEC Forms, etc.
Payment information - fee is \$15.00 per individual course petition OR \$25.00 per conference.

Return by mail or email to:

AEA-CEC Petitions
PO Box 1609, Nokomis, FL 34274-1609
info@aeawave.com