

Continuing Education Categories

	Activity type	Category	Details	Example
A	AEMA Activities	Convention	For registration and attendance at each annual convention, one half (.5) CEU will be awarded. Members will also receive (1.0) for attending vendor exhibits, (.5) for day 1 and (.5) for day 2. This will be effective June 1, 2015.	
		Convention Meetings and Workshops	Workshops offered at the AEMA Convention: One tenth (0.1) CEUs for every one (1.0) contact hour of workshop (1 contact hour = 0.1 CEU.)	
		District Meetings	One tenth (0.1) CEU for every one (1.0) contact hour will be awarded for the workshop programs offered at district meetings. (1 contact hour = 0.1 CEU). Maximum number of two (2.0) CEUs per year. All meetings outside of convention must be pre-approved by the CEC Chair prior to the event. A tentative agenda should be included with the request. A final version of the agenda should be submitted along with the list of attendees and given to the the district CEC representative.	
		Hosting a Workshop	Certified equipment manager organizing/hosting an equipment management workshop shall be awarded twice the contact point value of the activity.	For a workshop lasting 2 hours, the members receive 0.2 ceu's and the host receives 0.4 ceu.
		AEMA Journal	The test in the AEMA journal will be worth five tenths (0.5) CEU for members completing the test with a score of 70% or higher. Test should be sent to district continuing education committee member for grading. A maximum of two (2.0) CEUs per reporting window may be earned by taking the AEMA journal tests. During a given window, the past ten (10) years of journals plus the three new ones published in that window will make up the pool of journals available to members. For 2015-18, journals 2004-2014 plus the 3 new journals will be able to do read for credit.	Year is 2016. Member can choose journals from years 2004-2014, 2015, 2016 and 2017 when published.
		AEMA Office, Committee work, etc	Serving as a national officer or district director in AEMA will be awarded one (1.0) CEU per year. Committee membership in AEMA at the national level will be awarded one (1.0) CEU per year. These will be awarded yearly at convention by the CEC Committee.	Member of Continuing Education Committee (CEC), District Director

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			District Assistant Directors and Treasurers need to submit an activity report to the Continuing Education Committee including a summary of the work done throughout the year. Ceu's will be awarded at annual convention based on the report.	
			Committee members will need to submit an activity report to the Continuing Education Committee including a summary of the work done throughout the year. This report is to be done yearly at convention by the committee. It is the responsibility of the committee chair to submit to CEC. Ceu's will be awarded to each member of the committee based on the report.	
			Official liaison activity. Those members participating the capacity of a liaison for the AEMA will need to submit an activity report to the Continuing Education Committee including a summary of the work done throughout the year. Ceu's will be awarded by CEC at annual convention.	
			Committee approved work with a national/Olympic team or site must have Committee's pre-approval and will be awarded five tenths (0.5) CEU per year. A report of the work provided along with a copy of the acceptance letter must be submitted before final credit is awarded. Please contact CEC Chair for pre-approval.	
B	AEMA approved meetings.	Conference meetings and conference calls.	Conference Meetings and Conference Calls will be awarded (0.1) CEU will be awarded for every one (1.0) contact hour (1 contact hour = 0.1 CEU.) All meetings taking place outside of convention should be reported by the individual using the ceu report form or AEMA meeting attendance sheet. For larger meetings, there should be a designated person who passes around the attendance sheet and then submits it to his/her ceu representative on behalf of the group. If there are attendees from more than one district, only one report form should be submitted for the meeting. For all meetings outside of convention, and agenda must be submitted with the report form.	Big Ten Meeting, ACC meeting, etc
		Governing Body Meeting.	NHL = 1.0 plus one tenth (0.1) contact hour. All other national bodies one tenth (0.1) per contact hour. Must submit itinerary and registration verification.	

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		Other meetings	Other clinic, workshops and meetings related to equipment management or professional development will be awarded one tenth (0.1) ceu per contact hour. Max ceu's per meeting/organization is (0.5) ceu per year. An agenda or summary of what was covered must be submitted with the CEU report form. All meetings of this type must be pre-approved by the CEC Chair prior to the event. A tentative agenda should be included as part of the request.	NCAA Meetings
C	Publications, Newsletters, Interviews	Publication of original work in a state, regional or national journal.	This activity will be awarded one (1.0) CEU per paper. Copy of paper must be included with request form	An article in Athletic Business Magazine
		Publication of an article related to equipment management in a newsletter, newspaper or other similar publication.	This activity will be awarded one (0.1) CEU per article. Copy of article must be included with request form	An article published in the newsletter for a youth football organization.
		Being interviewed for an article/media production about athletic equipment.	Ceu's for this activity will be awarded (0.1) ceu or (0.2) ceu depending on the length of the interview or article. A copy of the article or media production must accompany the Report Form.	
D	Teaching a class, Guest Lecturer, Creating and delivering a presentation	Teaching an equipment management course or a related college course.	One (1.0) CEU will be awarded for each credit hour of actual teaching, not to exceed two (2.0) per year, must provide course syllabus.	
		Presentation on Athletic Equipment Management to non-related organizations and outside group.	(0.5) CEU will be awarded per meeting. This also includes participation in workshops/seminars/symposiums as a speaker. Maximum of two (2.0) CEU units per year. A written summary or outline of the presentation must be included.	Speaking at a Rotary Meeting about equipment management.
		Guest Lecturer in a health/physical education/recreation or other academic class. <i>Note: You cannot receive credit for this if it is part of your job description.</i>	Two tenths (0.2) CEU per hour taught will be awarded as a guest lecturer in a health/physical education/recreation or other academic class that is not part of your job description, not to exceed two (2.0) CEU per year.	Lecturing about equipment management for a Sports Medicine class.

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		Presentation at state, district, or national meetings.	Credit units will be awarded for an <u>original</u> presentation at any recognized association of one (1.0) CEU per presentation. Maximum of two (2.0) CEU units per year. A copy of the presentation outline must be submitted along with the request form.	Presentation at the AEMA Convention or a District meeting about time organizing the equipment room.
		Repeating a presentation of a previously given original presentation.	This activity will be awarded (0.2) CEU.	Making the same presentation as the one presented above.
		Assisting other organizations with fitting of athletic equipment.	This activity will be awarded (0.1) ceu per contact hour with a max of (0.5) ceu per organization with a maximum of (2.0) ceu per year.	Assisting youth leagues with fitting of equipment.
E	Student Supervision	Student Supervision: (Inclusive of high school managers and pro team managers).	Five tenths (0.5) CEU per year will be awarded for supervision of a student. If more than one certified athletic equipment manager is supervising the individual, each receives equal credit. General Manager, athletic director, or principal must sign CEU report noting that adequate educational supervision was provided to student managers. A list of all managers supervised must accompany report. Report must be turned in by June 30 of each year to get CEU points for that year.	
F	College Courses/Continuing Education Course/Seminars	College Courses	This is for a college course and other courses of this nature. The study must be related to improving one's equipment management skills and/or knowledge. There will be one half (0.5) CEUs awarded per each credit hour accepted, with a limit of two (2.0) CEUs per year to be accompanied by a copy of the transcripts and course description and course syllabus. Grade of C or higher must be earned.	Taking an equipment management course at a college.
		Seminars and other continuing education activities	Seminars, clinic, workshops and meetings related to equipment management or professional development will be awarded one tenth (0.1) ceu per contact hour. Max ceu's per meeting/organization is (0.5) ceu per year. An agenda and a summary of what was learned must be submitted with the CEU report form.	Attending 7 habits of Successful Manager's course. Attending a SkillPath Seminars course.
		Touring Athletic and Equipment Facilities	Touring other facilities, while not participating against the host, will be awarded (0 .1) CEU per visit with a (0 .5) CEU maximum per window. A written summary of the tour and contact information for the host must be provided with CEU Report Form.	Taking a tour of another school's facilities while not in season. Touring a professional team's facilities.

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		Educational and Manufacturer Tours	Manufacturer's tours (i.e. Schutt, Riddell, etc....) will be awarded one tenth (0.1) CEU's per one contact hour of "educational time" spent, with a maximum of five tenths (0.5) CEU's. There will be a cap of one visit, per manufacturer, per window that can be submitted. The member will need to provide itinerary with actual times listed for educational tours and talks, a written summary of the tour and a completed CEU report form.	Touring a Riddell reconditioning plant.
H	Trainings, Certifications, Blood Borne Pathogens	CPR and First Aid	Current CPR and/or first aid from American Red Cross or American Heart Association is creditable for five tenths (0.5) CEU per renewable year. Copy of the card should be submitted with the Request form.	
		Blood Borne Pathogens Training	Blood Borne Pathogens training will be credited (0.1) ceu per hour spent in classroom.	
		Other certifications	Other certification related to equipment management or professional development. A description of the certification must be included with Request Form. Requests of this type will be taken to the Continuing Education Committee for consideration. CEU's will be awarded by the committee at the next Continuing Education Committee meeting and will be awarded for the window in which the activity occurred.	
I	Sporting Goods Shows and Vendor Meetings	Sporting Good Shows	Registration and attendance at sporting goods shows will be awarded points on the following scale: 1 to 10 vendors = one tenth (0.1); 11 to 25 vendors = two tenths (0.2); 26 to 50 vendors = three tenths (0.3); and 51 or more vendors = five tenths (0.5). CEU report form must note the contact and phone number for the show and be accompanied by your registration receipt or nametag and the vendors list.	AFCA Sporting Goods Show. 50+ vendors = 0.5 ceu
		Vendor Meetings	Vendor meetings at AFCA or invitations for Summits held by Vendors will be awarded one tenth (0.1) ceu per contact hour (i.e. Nike Summit, Nike, Adidas, Riddell. etc meeting at AFCA). An agenda or a summary of information covered must be submitted with Request Form. Max ceu's per meeting/organization is (0.5) ceu per year.	Attending Adidas meetings at AFCA.

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J	Special Projects and Considerations	All projects and educational activities must be submitted to the continuing education committee for consideration. CEU's will be awarded by the committee at the next Continuing Education Committee meeting and will be awarded for the window in which the activity occurred. These include but are not limited to:	Projects such as development of, or participation in films, radio conferences, television programs or other audio-visual aids that may be used as a teaching aid or for public relations in the field of athletic equipment management will be five tenths (0.5) CEU per project. Summary of the project including a copy of the program must be included with the request.	
			Preparation and presentation of athletic equipment exhibits at local, district, or national level. Amount awarded will be based on amount of prep time and time at booth. Final amount will be determined the Continuing Education Committee.	
			Membership and participation in AEMA Continuing Education Committee approved outside organizations is creditable for one tenth (0.1) CEU per year.	
			Acting as equipment manager or host for All Star games, Olympics and World Championship. Generally will be awarded (0.5) ceu.	
			Original Essay: A written documentation, which summarizes how time was spent at the National Convention, and what items of value to your profession were experienced. Original document should be given to the administrator, along with a copy that he/she signs as a receipt. The signed/dated copy along with a completed CEU report form should then be forwarded to your CEU district representative, thirty days after convention. A maximum of five tenths (0.5) CEU's can be earned per year, CEC will determine points based on content of essay submitted. Points will be awarded at the time of the following convention year and applied to the individual's record. CEU district representative will verify workshops that equipment manager attended.	
			Other activities may be submitted for consideration.	