

# Instructions for applying for the Certification Exam

1. All documentation must be submitted prior to making payment. A link to pay will be sent by email (Check the Spam folder if uncertain).
2. Applications, documents, and payment must be received by 5:00 pm CST on the date of deadlines.
  - a. Raleigh Exam---\$500.00\*, Jan.31 (No applications accepted after Jan.31)
  - b. Convention Exam---\$250.00\*, March 31
  - c. Convention Exam---\$300.00\*, April 1-May 1 (No applications accepted after May 1)

**\*EXAM FEES DO NOT INCLUDE THE CERTIFICATION MANUAL**

3. **Individuals requiring special dispensation because of learning disabilities MUST make application for this assistance in writing, supplying all the necessary documentation, a minimum of 60 days prior to the exam date.**

## Documentation Required WITH the Application

1. \_\_\_\_\_ **Employment Verification:** A letter verifying employment for each school/organization the applicant has been employed by stating the type of employment and the beginning and end dates of said employment. This letter should be from the Personnel office or Athletic Director, and be printed on official letterhead or have a stamped/seal from the school/organization.  
Student hours must be submitted on the AEMA Student Manager Log, properly filled out and signed by the direct Supervisor.
2. \_\_\_\_\_ **Proof of Age:** Photo copy of Driver's License or Birth Certificate
3. \_\_\_\_\_ **Proof of Education:** Copy of College diploma
4. \_\_\_\_\_ **Current Membership in AEMA:** Will be checked at the National Office. **MUST be current.**

After all documentation has been verified, you will receive a link to pay for the exam on-line. Checks should be made out to: AEMA. Please submit in time to allow for USPS delivery by deadline dates/times.

The Certification test is based on the Role Delineation Study and questions are drawn from the Certification Manual and the AEMA Journals. Journals may be downloaded for free at <http://equipmentmanagers.org/certification/education-center>

# Athletic Equipment Managers Association Certification Exam Application

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Last Name	First Name	Middle Initial
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Address

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City	State	Zip Postal Code
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Daytime Phone#	E-mail Address
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## CERTIFICATION REQUIREMENTS

- 1) You must be 21 years of age.
- 2) You must be a AEMA Member in good standing.
- 3) You must have:  
4 Year College degree, and 2 years paid non-student employment in Athletic Equipment Management;  
OR  
1,400 Hours Student Athletic Equipment Management experienced and a 4 year college degree. (College students in the last year of their degree program may take exam and will become certified when they provide a copy of their diploma)

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I affirm that all of the information enclosed with this application is, to the best of my knowledge correct and true.

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Applicants Signature Date

Mail to: Sam Trusner  
AEMA National Office  
207 E. Bodman  
Bement, IL 61813