

## Athletic Equipment Manager's Association Continuing Education Report Form

### Member Information

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Init.: \_\_\_\_\_

Organization or School: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State or Province: \_\_\_\_\_ Country: \_\_\_\_\_ Postal Code \_\_\_\_\_

Area Code and Phone number: \_\_\_\_\_ Alternate Phone number: \_\_\_\_\_

Email: \_\_\_\_\_ Member Signature: \_\_\_\_\_

### Contact/Organization Information (For organization you worked with for ceu's)

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Init.: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State or Province: \_\_\_\_\_ Country: \_\_\_\_\_ Postal Code \_\_\_\_\_

Area Code and Phone number \_\_\_\_\_ Alternate Phone number \_\_\_\_\_

Email \_\_\_\_\_

Date of Activity \_\_\_\_\_ Contact Hours \_\_\_\_\_  
(excludes breaks, meals and non-professional hours)

Please check the category below and verify that all additional information is included.

	Activity type	X	Category	Additional information needed
<b>A</b>	AEMA Activities		District Meetings <b>Must be pre-approved by the CEC Chair</b>	_____ Agenda included
			AEMA Journal	_____ Answer sheet attached.
<b>B</b>	AEMA approved meetings.		Conference meetings and conference calls.	_____ Agenda attached
			Governing Body Meeting.	_____ Itinerary and registration verification attached
			Other meetings- <b>Must be pre-approved by the CEC Chair</b>	_____ Agenda or summary included.
<b>C</b>	Publications, Newsletters, Interviews		Publication of original work in a state, regional or national journal.	_____ Copy of paper included _____ Date published
			Publication of an article related to equipment management in a newsletter, newspaper or other similar publication.	_____ Copy of article included _____ Date published
			Being interviewed for an article/media production about athletic equipment.	_____ Length of interview.
<b>D</b>	Teaching a class, Guest Lecturer, and presentations		Teaching an equipment management course or a related college course.	_____ Credit hours of actual teaching.
			Presentation on Athletic Equipment Management to non-related organizations and outside group.	_____ written summary or outline of the presentation included.
			Guest Lecturer in a health/physical education/recreation or other academic class.	_____ Outline or summary of presentation attached.

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			Presentation at state, district, or national meetings.	_____ Copy of the presentation outline
			Repeating a presentation of a previously given original presentation.	
			Assisting other organizations with fitting of athletic equipment.	
<b>E</b>	Student Supervision		Student Supervision: (Inclusive of high school managers and pro team managers).	_____ List of Students Attached
<b>F</b>	College Courses/Continuing Education		College Courses	_____ Number of credit hours _____ Copy of transcripts and course description and course syllabus attached.
			Seminars and other continuing education activities	_____ Agenda and a summary of what was learned attached. Attendance certificate if available.
			Touring Athletic and Equipment Facilities	_____ Written summary or outline of the tour attached.
			Educational and Manufacturer Tours	_____ Itinerary with times listed for educational tours and talks and a written summary of the tour attached.
<b>G</b>	Trainings, Certifications, Blood Borne Pathogens		CPR and First Aid	_____ Copy of the card attached.
			Other certifications	_____ Copy of Certification Document
<b>I</b>	Sporting Goods Shows and Vendor Meetings		Sporting Good Shows	_____ Vendor List Attached _____ receipt or nametag attached
			Vendor Meetings	_____ An agenda or a summary of information is attached
<b>J</b>	Special Projects and Considerations		Films, radio conferences, television programs or other AV aids that used as a teaching aid or for public relations.	_____ Summary of the project including a copy of program attached.
			Preparation and presentation of athletic equipment <u>exhibits</u> at local, district, or national level.	_____ Verification of participation attached.
			Membership and participation in AEMA Continuing Education Committee approved outside organizations.	_____ Copy of membership invoice or proof of membership attached.
			Acting as equipment manager or host for All Star games, Olympics and World Championship. <b>Must be pre-approved by the CEC Chair</b>	_____ Letter of acceptance attached. _____ Report of work provided included.
			Creating a video on equipment fitting or equipment management.	_____ Copy of link to video included
			Independent Research: Topic must be pre-approved by CEC Chair	_____ A written summary of the topic or a power point presentation attached.
			Original Essay	_____ Copy of Essay attached.
			Other activities may be submitted for consideration.	_____ Documentation attached.

**CEC WORK AREA, PLEASE DO NOT WRITE IN AREA BELOW**

CEU Category	
CEU's AWARDED	
DATE	
DISTC MEMBER'S INITIALS	

Notes: