

## CERTIFICATION EXAM APPLICATION

(Must be submitted with all required documentation prior to approval and payment)

**Name (as it appears on Driver's License)**

LAST \_\_\_\_\_ FIRST \_\_\_\_\_ MIDDLE INITIAL \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP/POSTAL CODE \_\_\_\_\_

EMAIL \_\_\_\_\_ CONTACT PHONE \_\_\_\_\_

- REQUIREMENTS:**
- 1) 21 years of age (copy of License or Birth Certificate)
  - 2) 4-Year College Degree and 2 years paid (non-student) experience in the profession

**OR**

1400 hours (properly documented on the AEMA form) employment as a Student Manager (in the profession) and a 4-Year Degree---College students may take the exam prior to the completion of their final semester of their degree. Official Certification and recognition will be held until a copy of their diploma/transcript showing award is received by the National Office

- 3) Approval of a Letter of Appeal from the Certification Committee

**DOCUMENTATION REQUIRED:**

1. **Employment Verification Letter**-----Documentation of 2 (two) years full-time, paid, non-student employment. Must be from the Athletic Director or Personnel Office on official letterhead verifying start/end dates and duties. Student Manager Hours **must** be submitted on the AEMA Student Manager Time Logs (available on the AEMA website) and signed by the immediate Supervisor.
2. **Proof of Age**-----Copy of Driver's License or Birth Certificate
3. **Proof of Education**-----Copy of Diploma of Final Transcript showing Degree Awarded
4. **Current Dues**-----Will be verified at the National Office

**\*\*By submitting this application, I affirm that all presented information and documentation provided are correct and true to the best of my knowledge\*\***    DATE \_\_\_\_\_

E-Mail this application and all necessary documentation to : samtrusner@gmail.com