

CEU Categories

Activity Type	Name	Details	Requirements	Additional Info	Pre Approval Required
AEMA Activities	AEMA Committee Member	Committee membership in AEMA at the national level will be awarded one (1.0) CEU per year. These will be awarded yearly at the convention by the CEC Committee.	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	- Activity Report - Summary Report	No
	AEMA District Assistant Director or Treasurer	Serving as a District Assistant or Treasurer in AEMA will be awarded one (1.0) CEU per year. These will be awarded yearly at convention by the CEC Committee.	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. Ceus will be awarded at annual convention based on the report.	- Activity Report - Summary Report	No
	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 available for credit.	- Test sent to District CEC Rep.	No
	AEMA Liaison	Serving as an AEMA Liaison will be awarded one (1.0) CEU per year. These will be awarded yearly at convention by the CEC Committee.	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. Ceus will be awarded	- Activity Report - Summary Report	No
	AEMA National Officer	Serving as a national officer in AEMA will be awarded one (1.0) CEU per year. These will be awarded yearly at convention by the CEC Committee.			No
	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.	Sign in at Convention at AEMA booth in Vendor Hall each day	- Signed Attendance	No
	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.)		- Signed Attendance	No
	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.	- Tentative Agenda - Final Agenda - List of Attendees for the District CEC Rep.	Yes

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	Hosting a Workshop	Certified equipment manager organizing/hosting an equipment management workshop shall be awarded twice the contact point value of the activity.		- Signed Attendance	No
AEMA Approved Meetings	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	- Sign Attendance Sheet - Agenda	Yes
	AEMA Approved Meetings - 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.	- Meeting Itinerary - Registration verification	Yes
	AEMA approved meetings - Non Convention meetings	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.	- Tentative Agenda - Final Agenda - List of Attendees for the District CEC Rep.	Yes
	AEMA Approved Meetings - 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 ceuâ€™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.	- Agenda or Summary	Yes
College Courses/Continuing Education	College Courses	This is for a college course and other courses of this nature. The study must be related to improving oneâ€™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.	Each course must be accompanied by a copy of the transcripts and course description and course syllabus. Grade of C or higher must be earned.	- Transcripts - Number of credit hours	No
	Educational and Manufacturer Tours	Manufacturerâ€™s tours (i.e. Schutt, Riddell, etcâ€¦) will be awarded one tenth (0.1) CEUâ€™s per one contact hour of â€œeducational timeâ€ spent, with a maximum of five tenths (0.5) CEUâ€™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. If done by a staff, each person must submit individually and include written summary.	- Itinerary - Written Summary of Tour	No
	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 ceuâ€™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.	- Agenda - Summary - Attendance Certificate if available	No
	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.	- Written Summary or Outline of the tour - Contact Information of host	No

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Publications, Newsletters, Interviews	Being interviewed for an article/media production about athletic equipment.	Ceus 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.	- Length of Interview - Copy of Article or Media production	No
	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 paper must be included with request form.	- Copy of Paper/Article - Date published	No
	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.	- Copy of Paper/Article - Date published	No
Special Projects	AEMA CEU Participation	Membership and participation in AEMA Continuing Education Committee approved outside organizations is creditable for one tenth (0.1) CEU per year.		- Copy of membership invoice or proof of membership	No
	Equipment Training Video	Creating a video on equipment fitting or equipment management and posting on youTube or AEMA website. Each video is worth 0.1 CEU and is capped at 0.5 CEU per year.	Video must be 3-5 min.	- Link to Video	No
	Exhibits Preparation and presentation	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.	- Verification of participation	No
	Independent Research	A member may choose a topic and conduct independent research on this topic. Needs to be related to equipment management.	A written summary of the topic or a power point presentation should accompany the CEU report form. Member should obtain pre-approval of research topic by the CEC Chair prior to beginning research.	- Summary of Topic or Power Point presentation	Yes
	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. A maximum of five tenths (0.5) CEU's can be earned per year, CEC will determine points based on content of essay submitted.	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. 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.	- Essay	Yes
	Other	Other activities may be submitted for consideration.		- Documentation	Yes
	Special Event Equipment Manager	Acting as equipment manager or host for All Star games, Olympics and World Championship. Generally will be awarded (0.5) ceu. Must have Committee's pre-approval letter and a report of the work provided. Please contact CEC Chair for pre-approval.	Must have Committee's pre-approval letter and a report of the work provided. Please contact CEC Chair for pre-approval.	- Letter of Acceptance - Report of work Provided	Yes

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Sporting Good Shows and Vendor Meetings	Media Projects	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.	- Project Summary including a copy of program	No
	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.	- Note - Contact Info & Phone No. - Vendor List - Copy of Receipt or Nametag	No
	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.	When conducted outside of conventions, 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.	- Pre Approval from CEC Chair - Tentative Agenda - Final Agenda - List of Attendees (District CEC)	Yes
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.	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.	- Supervised Manager List of students	No
Teaching a class, guest lecturer, and presentation	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.			No
	Guest Lecturer in a health/physical education/recreation or other academic class. Note: You cannot receive credit for this if it is part of your job description.	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.	A written summary or outline of the presentation must be included.	- Written summary - Outline of the presentation	No
	Presentation at state, district, or national meetings.	Credit units will be awarded for an original 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.	- Written summary - Outline of the presentation	No
	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.	- Written summary - Outline of the presentation	No
	Repeating a presentation of a previously given original presentation.	This activity will be awarded (0.2) CEU.	A copy of the presentation outline must be submitted along with the request form.	- Written summary - Outline of the presentation	No

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	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.	- Course syllabus.	No
Training, Certifications, Blood Borne Pathogens	Blood Borne Pathogens Training	Blood Borne Pathogens training will be credited (0.1) ceu per hour spent in classroom.		- Copy of Certification Document	No
	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.	- Copy of the Card	No
	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.	- Copy of Certification Document	No