

Activity Type	Name	Details	Requirements	Display Cat-	PreApproval	Org Info Needed	Org Info Needed	Contact Information required	Attachment Required	Additional Info (Attachments) required.
AEMA Activities	AEMA Journal	The test in the AEMA journal will be worth five tenths (0.5) CEU for	Test should be sent to district continuing education committee	Yes	No	No	Yes			- Test sent to District CEC Rep.
Publications, Newsletters,	Publication of original work	This activity will be awarded one	Copy of paper must be included with	Yes	No	Yes	Yes	Yes	Yes	- Copy of Paper/Article
Publications, Newsletters,	Publication of an article	This activity will be awarded one	Copy of paper must be included with	Yes	No	Yes	Yes	Yes	Yes	- Copy of Paper/Article
Publications, Newsletters,	Being interviewed for an	Ceu's for this activity will be awarded	A copy of the article or media	Yes	No	Yes	Yes	Yes	Yes	- Length of Interview
Teaching a class, guest lecturer,	Teaching an equipment	One (1.0) CEU will be awarded for	Must provide course syllabus.	Yes	No	Yes	Yes	Yes	Yes	- Course syllabus
Teaching a class, guest lecturer, and presentation	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.	Yes	No	Yes	Yes	Yes	Yes	- Written summary - Outline of the presentation
Teaching a class, guest lecturer, and presentation	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.	Yes	No	Yes	Yes	Yes	Yes	- Written summary - Outline of the presentation
Teaching a class, guest lecturer, and presentation	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.	Yes	No	Yes	Yes	Yes	Yes	- Written summary - Outline of the presentation
Teaching a class, guest lecturer, and presentation	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.	Yes	No	Yes	Yes	No	Yes	- Written summary - Outline of the presentation
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.		Yes	No	Yes	Yes	Yes	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.	Yes	No	No	Yes	No	Yes	- Supervised Manager List of students
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 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.	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.	Yes	No	Yes	Yes	Yes	Yes	- Transcripts - Number of credit hours
College Courses/Continuing Education Can we change this to Tours?	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.	Yes	No	Yes	Yes	Yes	Yes	- Written Summary or Outline of the tour - Contact Information of host
College Courses/Continuing Education Can we change this to Tours?	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. If done by a staff, each person must submit individually and include written summary.	Yes	No	Yes	Yes	Yes	Yes	- Itinerary - Written Summary of Tour
College Courses/Continuing Education Can we change this to Tours?	Hosting a tour of a facility-new activity.	Hosting a tour will be awarded one tenth (0.1) CEU's per one contact hour of "educational time" spent, with a maximum of five tenths (0.2) CEU's	Written Summary of the tour including exchange of ideas between members.					No	Yes	
Training, Certifications	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 every two years.	Copy of the card should be submitted	Yes	No	No	Yes	No	Yes	- Copy of the Card
Training, Certifications, Blood Borne Pathogens	Blood Borne Pathogens Training	Blood Borne Pathogens training will be credited (0.1) ceu per hour spent in classroom.		Yes	No	No	Yes	No	Yes	- Copy of Certification Document
Training, Certifications, Blood Borne Pathogens	Mental Health First Aid- this is a new activity	0.1 per hour	Copy of certificate					No	Yes	
Training, Certifications, Blood Borne Pathogens	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.	Yes	No	Yes	Yes	No	Yes	- Copy of Certification Document

Activity Type	Name	Details	Requirements	Display Cat-	PreApproval	Org Info Needed	Org Info Needed	Contact Information required	Attachment Required	Additional Info (Attachments) required.
Sporting Good 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.	Yes	No	Yes	Yes	No	Yes	- Note - Contact Info & Phone No. - Vendor List - Copy of Receipt or Nametag