

AEMA Continuing Education Activity Summary Chart

Category	Activity	CEU Value	Maximums	Pre-Approval	Key Requirements / Documentation
Conventions & Conferences	AEMA National Convention – Registration	0.3	Per convention	No	QR scan at registration
	Convention Educational Sessions / Workshops	0.1 per contact hour	—	No	QR scan
	Convention Vendor Exhibits	0.5 per day	—	No	QR scan in exhibit hall
	District Meetings (at Convention)	0.1 per contact hour	—	No	QR or virtual verification
	Presenters	0.5	Per presentation	No	Program Committee verification
	Convention Recap Essay	Up to 0.3	0.3/year	No	Essay + supervisor signed receipt
	AFCA Convention – Sessions	0.1 per contact hour	—	No	Registration / attendance
	AFCA Vendor Exhibits	0.5/day	—	No	60+ vendors, 5+ hrs open
	AFCA Presenters	0.5	Per presentation	No	Program Committee verification
	Other Professional Conferences	0.1 per contact hour	1.0/event	Yes	Badge/registration + summaries
Meetings & Workshops outside convention	District Meetings (≤2 hrs)	0.1 per contact hour	—	Yes	QR attendance, pre-approval of agenda
	Workshops (>2 hrs or multi-day)	0.1 per contact hour	—	Yes	QR attendance, pre-approval of agenda
	Vendor Exhibits (Outside Convention)	0.3–0.5/day	1.0/event	No	Vendor count + hours

Leadership & Service	National Officer / District Director	1.0/year	2.0 combined	No	Annual report
	District Officer	0.1/year	—	No	Activity report
	National Committee Member/Chair	1.0/year	—	No	Committee verification
	Special Committee	0.1–0.5/year	—	No	Annual Committee report
Publications & Teaching	AEMA Journal Test	0.5/journal	2.0/window	No	Online test
	Publication of Journal Article (Original)	0.5	—	No	Copy of publication
	Newsletter / Media Article	0.2	—	No	Copy of article
	Teaching College Course	1.0/credit hr	2.0/year	No	Syllabus + school info
	Guest Lecturer	0.2/hr	2.0/year	No	Outline + professor contact
	Professional Presentation (Original) at Non- AEMA event	0.5	2.0/year	Yes	Outline / slides
	Repeat Presentation	0.2	—	No	Verification
Student & Service Activities	Student Supervision	0.5/year	—	No	Student list (summary req. 2026–27)
	Assisting Organizations (Fitting)	0.1/hr	0.5/org, 2.0/yr	No	Services list + org contact
Education & Certifications	CPR / First Aid	0.5	Year taken only	No	Copy of card
	Blood Borne Pathogens	0.1	—	No	Certificate
	Mental Health First Aid / QPR	0.1/hr	0.5	No	Certificate + agency contact
	Helmet / Equipment Fitting Training	0.1/manufacturer	—	No	Verification letter
	College Courses	0.5/credit hr	2.0/year	No	Transcript, syllabus (C or higher)

	Seminars / Clinics	0.1/hr	0.5/activity	Yes	Summary + org contact
Tours & Vendor Events	Facility / Manufacturer Tours	0.1/hr	0.5/visit	No	Agenda + written summary
	Hosting a Tour	0.1/hr	0.2/year	No	Attendance + written summary
	Sporting Goods Shows	0.1–0.5	—	No	Registration, vendor list
	Vendor Meetings / Summits	0.1/hr	0.5	Yes	Agenda, attendance, qr code scan
Special Projects	Independent Research	Variable	—	Yes	Summary or presentation
	Media Projects	0.5/project	—	Yes	Copy of program
	Exhibits Prep / Presentation	Variable	—	Yes	Photos / materials
	Digital Media (Video)	Variable	0.5/year	Yes	Posted video
	Special Event Equipment Manager	0.1–0.5	—	Yes	Written summary (<i>Olympics/Worlds</i>)

unless noted - All documentation due within 30 days - CEC has final approval authority