



PRINT: First Name

Last Name

Empty boxes for First Name and Last Name

Continuing Education Requirements

40 hours of continuing education every two years to maintain professional status

Submit with documentation to:
AET Membership
Continuing Education Director
7044 S. 13th St.
Oak Creek, WI 53154
membership@aetonline.org

	Activity	Date	Number of Hours	Documentation Enclosed	FOR OFFICE USE ONLY OK REQ/NOTES
	Conferences Area One: 10-15 Hours				
	Study Groups Area Two: 10-18 Hours				
	Individual Study Area Three: 6-8 Hours				
	Teaching/Presentations Area Four: 10 Hours				
	Miscellaneous Area Five.				
	Total Hours				

ASSOCIATION OF EDUCATIONAL THERAPISTS

Guidelines for Continuing Education Requirements

- To maintain Professional or Board Certified membership status, the AET bylaws require all members to complete a minimum of 40 clock hours of continuing education (CE) every two years.
- The intent of continuing education is to advance the knowledge and skills that an educational therapist can gain from a variety of outside sources. Because educational therapy is multifaceted, maintaining a high level of professional competence requires broad, current knowledge.
- Every two years, notice of due dates and forms for submission of continuing education hours will accompany membership renewal materials. Members who have not been logging their CE hours on the AET website are asked to use the enclosed form to list activities, dates, hours, and include required documentation.
- It is assumed that all items listed for credit are relevant to the practice of educational therapy. In addition to the field of education, members are encouraged to draw upon the disciplines of psychology, neurology, neuro-psychology, brain research, learning theory, speech and language, child development, vocational training, family counseling, etc.
- Qualifying activities and their acceptable documentation are divided into one required and four optional areas. CE hours should encompass a minimum of two areas. The hours given are suggestions and serve as a range; individual distributions will vary. Required documentation must accompany the form and should be photocopies. (Retain all originals.)
- Area One lists the continuing education requirements that must be met within the specified time frame.

Qualifying Activities by Area

Required Area One: (10-15 hours)

Conference Requirement: (At least once per every two-year period)

Attendance at a major conference or workshop, such as the AET Annual Conference or AET Regional Conference, LDA or IDA Annual Conference, etc. List of organizations available on AET website (www.aetonline.org).

Specific Syndrome workshop or Lecture Requirement: (At least once per four-year period)

Attendance at a workshop, lecture, seminar, or conference that may address assessment and instructional methods or topics such as Attention Deficit Disorder, Asperger's Syndrome, Tourett's, Autism, Non-Verbal Learning Disorder, Obsessive Compulsive Disorders, etc.

Professional Ethics Requirement: (At least once per every six-year period)

Attend workshop or listen to AET tape of most current workshop presentation.

Documentation/ Verification (submit one per activity):

- ✓ Certificate of attendance
- ✓ Signed letter of attendance
- ✓ Cancelled checks
- ✓ Enrollment forms, registration forms, handouts, programs, names badges, etc., showing the title of the presentation
- ✓ For ethics type only: submit summary of main points with discussion of how to use the information in the practice educational therapy

Area Two: (10-18 hours)

Study Group/Cases Conferences: Attendance at a study group or cases conferences.

Documentation/Verification (submit one per activity):

- ✓ Study group verification forms
- ✓ Copies of attendance sheet

Area Three: (6-8 hours)

Book Reading/Tapes: Read book or listen to tape relevant to the practice of educational therapy. May include books from suggested reading list available on the AET website or from the office. Three CEUs per book with completed summary/report.

Journal/Book Club: Attendance at a book club.

Article Submission: A member may submit an article they have written to the *Educational Therapist* or other reviewed journal that has been published.

Documentation/Verification (submit one per activity):

- ✓ For video, audio tapes, and books, documentation should include a photocopy of the tape, book jacket, or front page, showing the title and/or producer, plus a written summary; CEUs equivalent to running time for video/audio tapes.
- ✓ Audio and videotapes and books can combine for a maximum of 25% of required CEUs in a given period.
- ✓ Certificate of attendance/ signed letter of attendance for Journal/Book Club.
- ✓ Copy of the published article; 5CEUs per published article.

Area Four: (10 hours)

School Staff Development Workshops: Development and implementation of school staff development workshops, which pertain to educational therapy.

Development and Teaching of Academic Courses: Development and teaching course that pertain to educational therapy.

Presentation of Workshops on Relevant Topics: Present a workshop, lecture, or seminar on topic that pertains to educational therapy.

Documentation/ Verification (submit one per activity):

- ✓ Maximum of 10 hours given for the development of academic course, workshop, or presentation. This is a one-time credit given for each new course developed; no credit available for repeated courses.
- ✓ Copy of the course work, published program, or registration materials.

Area Five: (Miscellaneous hours)

Graduate/Professional Level Academic Course Work: One time major training in specific training programs.

Supervision of AET Student Members: Supervision of AET student members, associate professions, and professional level candidates.

Documentation/ Verification (submit per activity)

- ✓ Maximum of 25% of total hours for course work.
- ✓ Certificate of Completion, copy registration, or cancelled check.
- ✓ Maximum of 6 hours for supervision; One CEU per hour of supervision.