



## CEU Application for Approved Events

Name \_\_\_\_\_ CPE # \_\_\_\_\_

Sponsor of Event \_\_\_\_\_ Date of Event \_\_\_\_\_

Hours or time frame \_\_\_\_\_ (A lecture must be at least one hour in length. A contact hour is 60 minutes which is the current CEU standard (IACET). Fractions of hours will be dropped.)

Topic or Title of lecture \_\_\_\_\_

Brief synopsis of lecture/event content \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Expected learning outcomes: (The speaker should have clear and concise written statements of what s/he expects the participant to learn)

\_\_\_\_\_  
\_\_\_\_\_

Instructor credentials: If the instructor has a post-graduate academic degree in the specialty to be presented, no other evidence is necessary. If the instructor has an associate or bachelor's degree, three (3) years of experience in the specialty to be presented is required. If no degree is present, seven (7) years of experience in the specialty is acceptable. However, an electrologist who speaks on electrology-related subjects must, minimally, be a Certified Professional Electrologist (CPE) with five (5) years of experience. \_\_\_\_\_

After the event, simply mail certificate of completion or verification of attendance (receipt is not proof) and the correct clerical fee (made payable to AEA) to the Chairman of the Continuing Education Review Committee (CERC).

**AEA affiliate event:** AEA member = \$10.00 / Non-AEA member = \$20.00

**Independent or non-AEA affiliate event** AEA member = \$20.00 / Non-AEA member = \$40.00

### NOTES

1. If you are a CPE, include your certification number on all communications to the OCE/ CERC.
2. Transcripts of CEU earnings will be sent out within 90 days of submittal to CERC.
3. One year prior to your certification expiration date, you will be notified regarding the status of your total CEU earnings.