

2023-24 AICI CEU Provider Quick Guide

AICI CEU Provider Audit

AICI has completed a comprehensive audit of our CEU program and provider renewal status. Program Expiration Dates can be reviewed on the AICI CEU Provider Directory. Only active, approved courses are listed in the directory.

This document includes links to all the information you need as a CEU provider.

Visit the [AICI CEU Provider Hub](#) on the AICI Website for all this info, CEU Application forms, and more.

IMPORTANT ANNOUNCEMENTS

CEU Approval Expiration Dates:
CEU course approvals will now expire on either **February 1** or **August 1**, three years after the course approval (whichever is closest to the approval date).

CEU Provider Logos and Links:
New applications now require logos and links for use on the CEU provider page. Links should ideally take people to a page on which they can register for your CEU-Approved programs.



CEU PROGRAM POLICIES AND PROCEDURES



Members who have earned their CIM or CIP are eligible to apply to have any program CEU- approved. Exceptions to AICI policies include Regional and Global Conference and Fashion Trends Webcast. For these events, every speaker must adhere to policy limitations and seek approval for their programs.

Topics that fall into the **Technical Aspects of Image Core Competencies** may only be taught by AICI CIPs or CIMs. Non CIP or CIM trainers who focus on other AICI Core Competency topics may apply for CEU-approval and must show evidence of their expertise in the subject being presented.

CEU Program Policy and Program Manuals

The links below will take you to the essential CEU Program documents. Please make sure to review these for any updates and refer to them for policy and renewal information.

[AICI CEU Provider
Application Manual](#)

[AICI CEU Provider
Policy Manual](#)

[AICI Core
Competencies](#)

[AICI Application
Video Guide](#)

CEU APPLICATION PROCESS

Application Types and Fees

All CEU Approval and Renewal Applications must be submitted through the AICI Website. The CEU Provider Hub contains links to the application forms, and fees are paid upon submission of the form. There are three types of applications:

CEU Approval Application

For new CEU Program Applications, Chapter Events, and AICI Global Sponsored Education Events
\$150

CEU Renewal Application

For expired CEU Program Renewals (renewals are required every three years)
\$125

CEU Conversion Application

To alter a CEU Program (e.g. adding modules, changing trainers) within the approval period
\$70

Application Documents

The following documents are **required** for **ALL** CEU Applications. Please use the updated templates linked below:

- Training Plan (TP)
The TP should list the relevant AICI Core Competencies, state the course Learning Outcomes, and outline each content section, timing, content specifics, delivery methods, and participant activities.
- Formatted Participant Training Evaluation Form
Providers should customize lines 12+ with the learning outcome statements listed in the TP (delete unused lines). If you would prefer to create an online version of the PTE (as a Google form, for example), include the link in a document included in your application submission.
- Sample of Program Marketing Materials
Include statement on how participants can earn AICI CEUs, disclaimer regarding "certification," and Statement of Proprietary Interest (see provider manual for more information)
- Sample of Participant handout(s) and/or PowerPoint slides
- **Non-CIP or CIM Providers must submit three testimonials attesting to trainer skills**

The following additional materials are **required** for all **NEW** applications, including chapter events. Renewing providers may include updated versions as optional submissions:

- Provider Company Logo
- Provider Company Website
- Trainer Bio(s)
- Trainer Headshot(s)

How to Submit the Application:

Once you have prepared your application materials, complete the appropriate application form on the website (linked above). You have two options for attaching your application documents:

- Option 1: Upload your materials as a Zip Folder.
- Option 2: Include a link to a file sharing folder (Google Drive, DropBox, etc.).*

**Please ensure permissions allow the ability to view and download files. Only the CEU Manager will have access to link.*

CEU Application fees are due at the time of application submission. Upon clicking the submit button, you will be taken to the payment page. Applications will not be reviewed until all fees are paid.

Did You Know?

The CEU-Approval and Renewal Application forms are now part of the website submission form! All Application information is now included in the website Application Forms.

*****Please make sure to log in to your member account prior to submitting your CEU Application***

I Submitted my Application. What now?



Under
Review

The CEU Manager will confirm that your application has been received and submitted to a CEU reviewer. Please allow up to 10 business days to receive confirmation that the CEU Manager has received your application.

The assigned CEU reviewer will contact the contact person included on the CEU Application directly via email if any course revisions are needed. Once the review is complete, the CEU Manager will finalize the approval and send the AICI CEU-Approval form to the contact person via email. AICI HQ will update the CEU Provider Page and course listing.

AICI CEU Applications may take up to 6 weeks from the date of submission to process. Incomplete applications will require additional processing time.

Submit to the CEU Calendar

**Let AICI Members Know About
Your Upcoming CEU Course Dates!**

Once your course has been approved, you may begin marketing that completion of the course qualifies for AICI CEUs.

To submit your upcoming approved course dates to the AICI CEU Calendar, complete the **CEU Calendar Submission Form**.** Courses submitted to the CEU Calendar will also be included in the AICI Global Newsletter.

**Let our members know how they can enroll in your upcoming courses! Please make sure to include the course registration link in your submission

POST-DELIVERY RESPONSIBILITIES

Following an AICI CEU-Approved course delivery, submit the following materials to ceudadmin@aici.org:

- A completed **AICI CEU-Approved Training Report**, which lists details about the course (sheet 1) and all the participant information (sheet 2)*
- **Participant Training Evaluations** for every attendee or a compilation of PTE responses (such as a Google Forms response spreadsheet)
- **Trainer Self Evaluation** (a self-reflection form)

*You may request official AICI CEU Certificates for your attendees for a fee of \$15 per certificate. If you would like to request certificates for some or all of your attendees, please indicate yes in the "Would like Certificate" column in the Training Report. The CEU Manager will send you an invoice link for the requested certificates and, after payment, the certificates so you can distribute them to your participants.



PROVIDER

AICI

BECOME AN AICI FEATURED TRAINING INSTITUTE



AICI is proud to re-introduce our Featured Training Institute (FTI) sponsorship level as part of our Annual Sponsorship opportunities. AICI acts as the voice of the image consulting profession and the media's definitive source for experts on current issues and events that may affect the image profession. Just by becoming a CEU provider, your company is included in our database of recommended programs. Take your exposure to the next level by becoming a Featured Training Institute!



As an added bonus, we are excited to offer graduating students from FTI foundational image consultant courses or certificate programs a one-year novice membership to the association for free. This gesture of support will elevate their professional journey and solidify your institute's commitment to nurturing talent. Seize this opportunity to stand out as a beacon of excellence in the field of continuing education, providing learners with unparalleled educational experiences and insights.

As a Featured Training Institute, your company will benefit from even more recognition within our vibrant community of image consultants, including the following:



Enhanced Visibility

Your institute will be prominently showcased on the AICI website



Personalized Sponsor Page

Dedicated sponsor page on the AICI Member Network, allowing you to showcase your courses to our members



Advertising Opportunities

Posts on AICI social media, eblasts, Global magazine, and more



Event Exhibit Credit

Receive a credit on Exhibitor fees at the AICI Global Conference and events

To inquire further or secure your place as a Featured Training Institute, please reach out to the AICI VP Business Development at vpbusinessdevelopment@aici.org