CEU Approval Process Narrative for Individual Trainers

This document accompanies the CEU Approval Process Map for Individual Trainers
(The steps outlined in the AICI CEU Provider Application Manual provide additional detail.)

Step	Action	Description
1.0	AICI member/trainer identifies a need for training	The trainer identifies a training need using the Core Competencies topics as a guide.
2.0	Trainer develops curriculum and participant materials in response to identified need	Trainer follows guidelines for curriculum development, in a training plan that includes learning outcomes, training content, and participant activities. In addition, the trainer develops participant materials, and an evaluation tool. The training should respond to the identified need.
3.0	Trainer delivers training	Trainer presents the training as a pilot and has each participant complete an evaluation.
4.0	Trainer wants to offer the training course for CEUs	The course received positive evaluations, following the pilot delivery, and so the trainer decides to apply to have the course approved for AICI CEUs.
5.0	Trainer completes CEU Application	See application on AICI website. https://www.aici.org/page/CEU_Program_Approval
6.0	Does the Trainer have a question about the application?	A trainer seeking CEUs for his/her training course will be encouraged to ask questions during the application process, so that completed applications can be processed efficiently.
7.0	Trainer contacts AICI CEU Administrator with a question	Having the CEU Administrator respond to questions as the applicant completes the application will speed up the CEU application process. It will help to prevent errors, rather than causing corrective action to be taken after the application is submitted.
8.0	Trainer sends the completed application form and supporting documents to the CEU Administrator	The application and supporting documents are sent by email as attachments or via Drop Box or other electronic means.
9.0	CEU Administrator reviews application	Administrator reviews the application using the AICI CEU standards for approval.
10.0	Is application approved?	Administrator determines whether application meets the quality standards for CEU program approval.
11.0	Application is not approved	Trainer is notified of non-approval and the reasons why. Trainer is invited to reapply, once changes have been made to meet the approval requirements.

12.0	Application is approved. Trainer is invoiced	Trainer is notified of approval by CEU Administrator and invoiced for the CEU approval by AICI HQ.
13.0	Trainer selects a training venue or prepares technology that is conducive to learning	Trainer must consider a location that is: easily accessible for all participants; suits the intended size of group; has appropriate space for the type of activities planned; has appropriate lighting; has available food if needed and any other features that will contribute to a positive learning experience for everyone. Likewise, with webinars, teleclasses, online and home study courses, every effort must be ensured that conditions are conducive to learning.
14.0	Trainer schedules and promotes training program	Trainer schedules the training, finds a location, or prepares technology, and sends out information about the program and CEU requirements to AICI members via AICI communication channels. Non-AICI members can be invited to attend the event through the local media.
15.0	Trainer delivers training	
16.0	Trainer collects information for CEU Report and evaluations	Trainer lists participants who earned CEUs by first and last names, plus their contact information and specifics about the course in a CEU Report (Excel spreadsheet). Each attendee completes a Participant Training Evaluation Form.
17.0	Trainer compiles evaluations in one document (optional) and completes a Trainer Self-Evaluation	Trainer compiles each participant's comments into one document. This is optional but recommended. Trainer must include all comments, positive and otherwise. The original evaluations must be retained. In addition, trainer completes a Trainer Self-Evaluation form.
18.0	Trainer sends evaluations and CEU Report to CEU Administrator	Trainer sends participant evaluations, participant compilation of evaluations (optional), Trainer Self-Evaluation and CEU Report to CEU Administrator.
19.0	CEU Administrator reviews participant information regarding CEUs and evaluations	CEU Administrator records names of individuals who earned CEUs, reviews the participant evaluations completed at the end of the training, and the Trainer Self- Evaluation. Any Requests for Certificates are forwarded to AICI HQ immediately.
20.0	CEU Administrator follows up with trainer	CEU Administrator assures the trainer of confidentiality and discusses the training delivery and evaluation comments, with the intent of improving future training design and deliveries.
21.0	CEU Administrator sends a monthly CEU Report to AICI Headquarters	The monthly CEU Report includes a list of individuals who earned CEUs, their contact information, whether they are a member and requested a certificate. The CEU

		Report also includes the particulars about each course delivered that month. This comprehensive CEU Report is sent by the CEU Administrator to Headquarters at the end of each month.
22.0	AICI Headquarters updates records of those who earned AICI CEU for the month	The records are updated at HQ. The name of every individual, who attended a CEU-Approved course, is recorded at AICI HQ.
23.0	End Process	