

## Chapter Event CEU Program Approval in 10 Easy Steps

For all the documents referred to in these steps go to

[https://www.aici.org/page/CEU\\_Program\\_Approval](https://www.aici.org/page/CEU_Program_Approval)

### Before the Chapter Event

#### Step 1

Chapter event leaders decide which speakers to invite to present at a chapter event. (If you invite an AICI CEU Provider to present a course that she/he already has approved for AICI CEUs, there will be no need for the Chapter to submit an application for the chapter event.)

#### Step 2

If the speakers do not have their CIP or CIM, their biographies, three testimonials, and a brief description of the topic to be presented, must be sent to the CEU Administrator, Whitney Murray at [WhitneyM@ewald.com](mailto:WhitneyM@ewald.com) for approval to proceed with the application. The CEU Administrator, with input from CEU Committee Chair, will approve/not approve the speakers for the chapter event.

#### Step 3

An Application is completed for the chapter event and, on the Application form, all the speakers and program titles are listed.

#### Step 4

A Training Plan (TP) template is sent to each presenter with the request for her/him to complete the plan and send it back. Emphasis is made that this is a requirement, so that members can earn CEUs and that as much detail as possible in the Training Plan would be appreciated.

#### Step 5

Once the application and documents for all the speakers have been collected they are sent to HQ and an application fee is paid. Instructions can be found at: [https://www.aici.org/page/CEU\\_Program\\_Approval](https://www.aici.org/page/CEU_Program_Approval)

#### Step 6

The application documents are sent to the CEU Administrator for approval. The Administrator may ask questions for clarification or require some revisions to the plans, so that they meet AICI CEU Program requirements.

#### Step 7

Once the Training Plans are approved, a Participant Training Evaluation (PTE) is developed for each speaker. The top of the form is completed with information about the course and the speaker. The learning outcome statements, which the speaker listed at the top of the TP, are recorded at the

end of the form. (We want participants to measure how well they believe the speaker achieved the intended results from the session.)

#### Step 8

On the front of the Application is the list of items that are required for completion of the application:

- Training Plan for each speaker
- Bios for each speaker
- Three testimonials for each speaker
- Sample of marketing that is used to promote the event which includes:
  - a. A statement about what attendees must do to earn AICI CEUs e.g. “Participants must attend the entire session, fully participate in all activities, and complete a PTE in order to earn AICI CEUs. Please note that participants can earn CEUs for the sessions they do attend, even if they can’t be present for all the sessions in the educational event.
  - b. The Disclaimer, which is a standard statement regarding certification.
- Statement of Proprietary Interest. The chapter leader should check with all the speakers to see whether they need to include in their materials a statement that protects their materials. e.g. “These materials are the property of Susan Smith and cannot be reproduced without her permission.” Some speakers opt not to include such a statement.
- Participant Training Evaluation for each speaker
- Sample of presenter handouts (at least two pages) and slides (at least five), if they are being used.

#### Step 9

Decide if/how you will organize AICI Certificates for participants, who are attending, and how the fee for each certificate will be collected.

### After the Chapter Event

#### Step 10

Following the educational event, the chapter leader must send three items to the CEU Administrator, Whitney Murray at [WhitneyM@ewald.com](mailto:WhitneyM@ewald.com)

- a. The completed CEU Report Form. Please note there are two tabs in the bottom left corner: **Cover** – details about the event and **Participants** – which requires participant names, contact information, whether they are members and would like an AICI certificate for the event. Please use the name of each individual as it **appears in the member’s record**. Mistakes have been made updating member records because a name on the CEU report could not be matched with a member’s record.

b. Completed Trainer Self Evaluation by each of the speakers. AICI CEU Providers: must complete a TSE. Outside speakers are strongly encouraged to do so as a tool for reflection.

c. Completed evaluations by all participants. These evaluations can be scanned and forwarded electronically to [WhitneyM@ewald.com](mailto:WhitneyM@ewald.com) or hard copies, if a large number, can be sent to:

Association of Image Consultants International  
1000 Westgate Drive  
Suite 252  
St. Paul, MN 55114

Please note that, if you have an AICI CEU Provider as a speaker for a course that she/he already has approved for AICI CEUs, then the CEU Provider is responsible for sending the CEU Report and evaluations for her/his presentation to the AICI CEU Administrator, following the chapter event.

**When the CEU Administrator receives post-event documents, she will:**

- Immediately forward any certificate requests to HQ. HQ will then invoice the chapter leader who organized the event. Upon receipt of payment, the certificates will be sent electronically to that leader for dissemination.
- Review the PTEs and Trainer Self Evaluations and follow up with any questions to the chapter leader or speakers.
- Record all the information on the chapter CEU Report in a master report for all AICI recent CEU-approved courses. The master report is forwarded to HQ at the end of each month.
- When HQ receives the master CEU Report from the CEU Administrator, the information is used to update records for those members who have earned AICI CEUs for that month.

**Questions or Concerns?**

Please contact Whitney Murray at [WhitneyM@ewald.com](mailto:WhitneyM@ewald.com) or 651-379-7293