



CEU Application Process Narrative for Trainers

This document accompanies the CEU Application Process Map for Individual Trainers

(The steps outlined in the CEU Provider Program Application provide additional detail.)

Step	Action	Description
1.0	AICI member/trainer identifies a need for training	The trainer identifies a member training need using the Core Curriculum topics as a guide.
2.0	Trainer develops curriculum and participant materials in response to identified need	Trainer follows guidelines for curriculum development, including: a training plan, learning outcomes, training content, participant activities, 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	
5.0	Trainer completes CEU application	Application is on AICI website/ continuing education/
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. Questions are directed to CEU Chair.
7.0	The trainer contacts CEU Chair with a question	Having the CEU Chair respond to questions as the applicant completes the application form 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	The trainer sends the completed application form through the online submission process	
9.0	The trainer pays appropriate fee when materials are submitted	
10.0	CEU Administrator reviews application	Administrator reviews the application using the AICI CEU standards for selection.
11.0	Is application approved?	Administrator determines whether application meets the standards.

12.0	Application is not approved	Trainer is notified of non approval and reasons why. Trainer is invited to reapply, once changes have been made to better meet the criteria.
13.0	Application is approved	Trainer is notified of approval by CEU Administrator and invoiced for CEU by HQ.
14.0	Trainer selects a training venue 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.
15.0	Trainer schedules and promotes training program	Trainer schedules the training, finds a location, if appropriate, 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.
16.0	Trainer delivers training	
17.0	Trainer collects CEU information and evaluations	Trainer lists participants who earned CEUs by first and last names in an Excel spreadsheet and has attendees complete a Participant Training Evaluation Form.
18.0	Trainer compiles evaluations in one document and completes a trainer self-evaluation	Trainer compiles each participant's comments into one document (optional). Trainer must include all comments positive and otherwise. The original evaluations must be retained. In addition, trainer completes a Trainer Self-Evaluation form.
19.0	Trainer sends evaluations and participant information to CEU Administrator	Trainer sends participant evaluations, participant compilation of evaluations (optional), Trainer Self-Evaluation and participant information in Excel spreadsheet for CEUs to CEU Administrator.
20.0	CEU Administrator reviews participant information regarding CEUs	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.
21.0	CEU Administrator contacts trainer	CEU Administrator assures the trainer of confidentiality and discusses both the participant evaluations and Trainer Self-Evaluation with the intent of improving future training design and deliveries.

22.0	CEU Administrator sends monthly records to Headquarters	A list of individuals who earned CEUs and the participant evaluations are sent by the CEU Administrator to Headquarters on a monthly basis.
23.0	Headquarters updates CEU participant records	The records are updated at Headquarters and retained electronically for seven years.
24.0	End Process	