



American Association of Electrodiagnostic Technologists

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www.aet.info

RULES FOR ACQUIRING CONTINUING EDUCATION CREDITS (AAET-CE)

AAET-CE is any AAET educational material and includes AAET annual meeting lecture series, workshops, webinars, or AAET CE Papers. **Technologist may NOT submit the same AAET CE papers or webinar/lecture presentation more than once in a 5 year period.**

Mandatory Credit Requirements

In the 5 year recertification cycle, 5 CEs must be from AAET

If you are submitting CEs that are **not** from AAET they will be reviewed and accepted by the Recertification Committee under the following conditions:

- Only the number of credits pertaining to nerve conduction studies or neuromuscular diseases will be allowed
- Only instructor led events are allowed. Electronic or printed papers with or without quizzes will not be accepted
- Documentation of event content, date, presenter, and total credit hours must be submitted
- Maximum of 10 CEs can be submitted from home institution (In-services or facility case study reviews) and must have documentation of content (NCS/Neuromuscular Diseases), date, presenter, total credit hours and proof of attendance (supervisor/physician signature)
- Maximum of 5 CEs can be submitted during 5 year recertification period for presenting webinars and lectures for AAET related events. These CEs cannot be used towards the mandatory 5 AAET CE requirement. 1 CE per webinar or lecture will be awarded. Educational events for other organizations will not be approved. All presentations must be approved prior to awarding CE
- Educators (college or private) cannot submit lectures related to teaching responsibilities for CE credit

Recertification Process and Fees

Each technologist must complete the application for recertification prior to their credential expiration date. This application can be found at <https://www.aet.info/recertification/submit/>

Recertification fee is \$75 whether you obtain recertification by CEs or by taking the written exam.

Recertification by Continuing Education

All 30 CEs must be submitted at the end of the 5 year recertification period and prior to their credential expiration date. Recertification application and Education Documentation Form can be submitted up to 1 year in advance, but not earlier.

Recertification by Examination

You may take the AAET written examination administered by PTC. Standard written examination fees will apply. If the technologist chooses recertification by written examination, they must successfully pass the written examination prior to their credential expiration date, but not earlier than one year prior. If the technologist does not submit the PTC confirmation that they received a passing score on the written examination before their expiration date, their R.NCS.T. credential will be revoked.

Recertification Application Process

AAET Recertification Committee will review all submitted recertification documentation. If documentation is approved a new certificate will be sent in 4-6 weeks with the new date and proof of recertification.

Grace Period

If you miss your recertification deadline there is a 30 day grace period for an additional \$100 fee.

Randomly selected audits may be performed on CEs submitted. All documentation is required. If information is missing, AAET reserves the right to suspend the technologists credentials until information is provided or until further evaluation. If the technologist does not submit all 30 CEs, by their recertification date their R.NCS.T. credential will be revoked.

Credential Expiration

If the technologist neglects to submit 30 approved CEs or proof of successfully passing the AAET written examination by their credential expiration date, their credential will be revoked. The technologist will no longer be able to use the credential R.NCS.T. Should they wish to again obtain the R.NCS.T. credential again, the technologist is required to successfully pass the written examination. If the credential is revoked, due to failure to recertify, and the technologist retakes and passes the written examination, they will be issued a new credential number and new expiration date.

NOTICE: All policies are under constant review. They are subject to change at any time to reflect updates and improvements in the system. If you have any questions, please e-mail the Recertification Committee at: AAET-CErc@aaet.info

*****The attached Education Documentation Form must be filled out and submitted along with all other documentation when sending in paperwork for recertification*****

ADDENDUM EFFECTIVE January 2013: All applicants applying for recertification must strictly abide by Mandatory Recertification Requirements (5 CEs must be AAET course hours) and the 10 CE limit on home institution continuing education credits.

March 2, 2016