



AAET The Nerve Conduction Association

P.O Box 2770
Cedar Rapids, IA 52406
877.333.2238
www.aaet.info

RULES FOR ACQUIRING CONTINUING EDUCATION CREDITS (AAET-CE)

AAET-CE is any AAET educational material and includes AAET Annual Conference lecture series, workshops, webinars, PowerPoints 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 place of employment (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)
- Educators (college or private) cannot submit lectures related to teaching responsibilities for CE credit

Recertification Process and Fees

Each technologist must complete the application with completed log and supporting certificates for recertification prior to their credential expiration date.

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 the 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 \$50 fee. You must file and pay the late fee **prior** to the expiration date. You will only be granted one 30 day grace period.

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*****

Updated January 16, 2019



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**Education Documentation Form
For Recertification**

Name

Address:

E-mail/Phone

Certificate No.	Date of Certification:	Expiration Date:
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Continuing Education applies towards **NCS/Neuromuscular diseases only**. *(All other CEs pertaining to EEG, EP, IOM, SSEP will not be approved and hours will not be credited.)*

Proof of a minimum of 30 hours of CE needs to be submitted by the end of the fifth year. A \$75 application fee is required.

- One hour of education equals one education credit.
- 5 CEs are mandatory AAET course hours. These can come in the form of lectures, workshops, webinars, CE papers
- Only 10 CEs of the total 30 CEs can come from your place of employment, per 5 year recertification period
- **ALL** events (other than CEs obtained from AAET directly) will need to be submitted with documentation of date, content, presenter and credit hours in order for these to be approved.
- Paperwork and fee should be submitted **prior to the expiration date**, in the month and year the certification expires.
- View **Rules for Recertification** document for further details on recertification.
- When a technologist's credential expires, re-credentialing is required to reclaim certification.
- When a technologist fails to renew his/her credential, they are not eligible to legally claim certification.

Incomplete forms will not be accepted. This form should be submitted with all documentation.

EDUCATION DOCUMENTATION FORM

Name: _____

R.NCS.T. Number: _____

COURSE NAME	DATE(S)	LOCATION	TOPIC	INSTRUCTOR	EDUCATION CREDITS ACQUIRED (1 hour = 1 credit)
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
TOTAL HOURS					

I understand that providing false information on this form may result in suspension or revocation of my certification.

Applicant's Signature:

Date:

Return this form to the AAET Recertification Committee.
Incomplete forms will be returned.
ALL forms will be audited for proof of attendance and verification of content.
Revised May 15, 2017

EDUCATION DOCUMENTATION FORM

Name: _____

R.NCS.T. Number: _____

COURSE NAME	DATE(S)	LOCATION	TOPIC	INSTRUCTOR	EDUCATION CREDITS ACQUIRED (1 hour = 1 credit)
11.					
12.					
13.					
14.					
15.					
16.					
17.					
18.					
19.					
20.					
TOTAL HOURS					

I understand that providing false information on this form may result in suspension or revocation of my certification.

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Revised May 15, 2017

EDUCATION DOCUMENTATION FORM

Name: _____

R.NCS.T. Number: _____

COURSE NAME	DATE(S)	LOCATION	TOPIC	INSTRUCTOR	EDUCATION CREDITS ACQUIRED (1 hour = 1 credit)
21.					
22.					
23.					
24.					
25.					
26.					
27.					
28.					
29.					
30.					
TOTAL HOURS					

I understand that providing false information on this form may result in suspension or revocation of my certification.

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