



AAET – The Nerve Conduction Association

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RULES FOR ACQUIRING CONTINUING EDUCATION CREDITS FOR R.NCS.T. RECERTIFICATION

AAET-CE - An AAET-CE is any AAET produced or pre-approved educational material and includes, but is not limited to, AAET annual meetings, lecture series, workshops, webinars, or AAET CE Papers.

CE - A CE is any continuing education credit or certificate issued for courses not produced or pre-approved by AAET. AAET will only recognize CEs that are awarded at a rate of 1 CE per hour of educational activity

Mandatory Credit Requirements for R.NCS.T. Recertification

Within the 5-year credential validity period, 5 CEs must be purchased directly from AAET. Individual AAET CE papers, webinars and/or lecture presentations may not be submitted more than once within a single 5-year credential validity period.

If the credential holder is submitting CEs that are not produced or pre-approved by AAET, they will be reviewed and may be accepted by the Recertification Committee under the following conditions:

- All courses and credits submitted must directly and primarily pertain to the understanding or performance of nerve conduction studies.
- All courses pertaining to disease treatment or any other neurodiagnostic modality such as, but not limited to, EEG, IOM, EP, MEG or Autonomic Testing will be denied.
- 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 topic must be submitted.
- The awarded credit hours, date received, presenter and topic must be included in print on the CE certificate.
- A maximum of 10 CEs can be submitted from home institution (In-services, grand rounds, 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 validity 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.
- A Maximum of 10 CE credits will be accepted per outside conference or event.

Recertification Process and Fees

AAET reserves the right to deny any and all CE credits deemed not applicable to R.NCS.T. recertification by the Recertification Committee or AAET Board of Directors.

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

The Education Documentation Form must be completed in its entirety, signed, and submitted along with all other documentation when submitting for recertification

Recertification fee of \$125 is due whether the credential holder obtains recertification by CEs or by taking the written exam.

Recertification by Continuing Education

All 30 CE credits must be submitted prior to the credential expiration date.

Recertification Application and Education Documentation Log Form may be submitted no earlier than 1 year prior to the credential expiration date

Recertification by Examination

The credential holder may opt to take the AAET written examination administered by PTC. Standard written examination fees will apply. If the credential holder 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 credential holder 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 issued in with the new expiration date and proof of recertification.

Grace Period

If the credential holder misses the recertification deadline, there is a 30-day grace period for an additional \$100 fee.

- The grace period must be purchased within the 30 days immediately following the credential expiration.
- The grace period only allows for recertification submission prior to the end of the 30th day following the credential expiration date.

1 Year Extension of Credential

If the credential holder will not have all 30 credits prior to the credential expiration date, a 1-year extension of credential may be purchased for \$100.

- The 1-year credential extension must be purchased prior to the credential expiration date.
- Recertification submission must be completed within this 1-year extension and cannot be combined with any other extension or grace period.

Randomly selected audits may be performed on any CEs submitted. All documentation is required. If information is missing, AAET reserves the right to suspend the R.NCS.T. credentials, when necessary, until information requested is provided or until further evaluation has been completed.

If the credential holder fails to submit all 30 CEs by their credential expiration date, their R.NCS.T. credential validity period will conclude and the authorized use of R.NCS.T. title will be revoked.

Credential Expiration

If the credential holder does not submit 30 approved CEs or proof of successfully passing the AAET written examination or does not gain recertification approval by the recertification committee by their credential expiration date, their credential will be revoked.

Those with expired credentials will no longer be able to use the credential R.NCS.T. Should they wish to obtain the R.NCS.T. credential again, they will be required to successfully pass the written examination. If the credential is revoked, due to failure to recertify, and the written examination is retaken with a passing score, a certificate with a new credential number and expiration date will be issued.

NOTICE: All policies are under constant review. They are subject to change at any time at will by the AAET Board of Directors in keeping with professional standards and to reflect updates and improvements in the system.

For any questions, please contact the Recertification Committee by email
examinationcommittee@aaet.info

**Updated and approved by the
Recertification Committee and AAET Board of Directors
May 20, 2026**