

## NAEC Continuing Education Application

**Instructions:** Complete all questions directly on this form. Applications are screened and reviewed by the Education & Safety Committee as they are received. Applications **MUST** be received by the **NAEC** no later than 60 days before the start of the program for which you are requesting approval.

### ***Examples for different types of Programs:***

- Seminar/ Technical Session
- Vendor Factory Tour with Classroom Training
- Workshop/ Online Live
- Webinar Article with Test
- Seminar/ Technical Contractor
- ASME Review Technical/ Code

**Program Application Guidelines:** The NAEC does not approve programs retroactively. Incomplete applications will **NOT** be reviewed. A non-refundable application fee of \$200.00 **MUST** accompany each application. If Approved by **NAEC** it will be for a term of no more than 2 years, and always ending in September of even years.

### **Required Documentation:**

- A detailed outline of the Program (*Please refer to the policy page below*)
- Instructor Bio or Instructor Resume, **include:**
  - Name,
  - Address,
  - Phone Number,
  - Educational/Academic Background,
  - Work History

**Program Revisions:** NAEC is to be notified in writing of any changes, additions, or deletions, before they are implemented, on the Continuation Sheet (page 4) of the Application for Continuing Education Program Approval form. This includes program dates, times, and locations.

## Policy/Rules for CET, CAT, and QEI for CE/CEU's

A course must first be approved by the NAEC Education & Safety Committee for CET, CAT, and QEI Continuing Education Credit. If approved for CET/CAT, and QEI credit, the Outside Provider must agree to the following terms:

1. NAEC Approved Sign in sheets must be used at the actual session (sample will be provided)
2. All attendees must be provided with an 8 ½" x 11" Certificate of Completion showing the time & date of course, Name of Course, Number of Course Hours Attended, Credits, Course Number, the Provider's Name, the Course Instructor's Name and Signature. Certificate must be provided to attendees within 10 days of the session. (sample certificate will be provided)
3. For NAEC/Provider recordkeeping, a copy of the sign in sheets and certificates should be maintained for 7 years or digitally indeterminately.
4. A copy of the sign-in sheets and certificates from the session must be filed with the NAEC office **within two weeks** of the date of the training.
5. One seminar agenda application may be submitted annually, if the agenda does not change throughout the year (speaker, content, references, etc. remains same).
6. Completed and signed NAEC Continuing Education Application. (attached)
7. Detailed Course Outline (guide attached) that includes the following information:
  - Course title
  - Course description & Learning objectives
  - Outline of topics with instructional time & Instructional contact hours
  - Course materials provided
  - Who should attend/ target audience
  - Instructor bios
  - Sample certificate of completion/ Attendance (requirements includes in Continuing Education criteria)
8. Webinars must be live and meet the following additional requirements:
  - Provide a government issued ID with a picture for verification of each participant before the start of the webinar.
  - Must be sent secure sign in link 24 hours before class.
  - Utilize secure software with a means to verify only the webinar can be viewed and no other programs can be open on device.
  - Participants video feed must remain running and someone from the providers organization to verify that person signed up is on camera the full time.
  - Verifying questions are to be sent randomly to participate so it is documented they are participating.

## Application for Continuing Education Program Approval

New Applicants: Complete pages 1-6

Current Applicants: Complete page 7 for course revisions

### Business Applicant's Information

Name of Sponsoring Organization: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ (Please note that this information will be listed as the contact details on the Approved Course List for interested parties to use for inquiries.)

Fax Number: \_\_\_\_\_

Contact Person for Program: \_\_\_\_\_

Email: \_\_\_\_\_ (Please note that this information will be listed as the contact details on the Approved Course List for interested parties to use for inquiries.)

Telephone Number: \_\_\_\_\_

FOR OFFICE USE ONLY		
Approved (Valid for two years) <input type="checkbox"/> YES <input type="checkbox"/> NO	Continuing Credit Hours Granted:	Program ID #:

## Application for Continuing Education Program Approval (Continued)

### Program Information

**Program Title:**

**Name(s) of Instructor(s):**

**Actual Time of Program Presentation (Exclusive of meals and breaks):**

*Note: Each hour equals .1 with a max of 10*

Hours:

Minutes:

**Type of Program (Check all that apply)**

☐ Live Webinar

☐ Conference

☐ Workshop

☐ Printed Material/Article

☐ Seminar

**Target Audience (Check all that apply)**

☐ Inspector/QEI

☐ Technician

**Was this Program previously approved by the NAEC?**

☐ Yes For How many hours of credit: \_\_\_\_\_ Approval #: \_\_\_\_\_

☐ No

**Has any State(s)/ Accredited Organization Approved this program?**

☐ Yes

☐ No

If Yes, provide number of credits granted by each State(s) and Accrediting organization(s.)

# **Application for Continuing Education Program Approval** *(Continued)*

**Program Objectives:**

**Brief Description of Program Content:**

**Method of Presentation:**

**Method of Program Evaluation:**

**Additional Information/Remarks:**

## Acknowledgement

**CERTIFICATION:** I certify that I understand and agree that in consideration of our providing continuing education courses and programs to be approved for credit for the NAEC **QE/CET/CAT** certification renewal, my organization will never institute any suit, action at law or equity, or make any claim against the NAEC, NAEC employees, NAEC members, nor any members that assisted with the development, presentation, or implementation of the **QE/CET/CAT** program, nor any of their officers, employees, or agents for or by reason due to damage, loss, or injury either to person or property, or both, whether developed or undeveloped, resulting or to result, known or unknown which may arise out of participation in the NAEC **QE/CET/CAT** program.

Furthermore, I understand and agree that our organization will indemnify and hold harmless the NAEC, NAEC employees, NAEC members, my employer, any and all present and future employers participating in the **QE/CET/CAT** program, and any and all vendors that assisted with the development, presentation, or implementation of the **QE/CET/CAT** program against any claim for damages, compensation or other relief made by any person based upon or arising out of, in whole or part, my organization's participation in the **QE/CET/CAT** program.

Also, I understand that NAEC may revoke my organization's eligibility to provide continuing education courses and programs without cause provided that a 60-day written notice is provided to my organization's contact name on this application.

Additionally, my organization will notify the NAEC Education Department within 30 days of any change in the legal status of our organization and/ or change in continuing education administrator. Also, our organization agrees to provide course evaluation data or statistics for the approved course upon request of the NAEC Education Department. System for Awarding the CEU [**Note:** The NAEC **CET/CAT** program does not use conversion to the CEU or the CEU designation. Instead, straight contact hours of instruction are to be used where 60 minutes of time equals 1 hour. Coffee breaks, lunch breaks, and other non-education or training activities may not be included in the contact hour calculation.]

The provider has a system in place to identify learners who meet requirements for satisfactory completion. The provider maintains a complete, permanent (at least 7 years) record of each learner's participation and can provide a copy of that record upon request.

**NOTE:** NAEC **CET/CAT** CE course can only be accepted once in a two-year period.

Finally, I certify that I have the legal authority to sign this certification statement on behalf of the provider organization for which this application is being submitted.

20. Submitted by (Print Name):	21. Submitted by (Signature):	22. Date: