



Instructions for Submitting an Educational Program to NAEC for Continuing Education Approval

Please complete the following steps to submit a training program or event to the NAEC Continuing Education Program.

Step 1: Review Continuing Education Criteria to ensure that your educational program will be consistent with NAEC's program.

Step 2: Complete Application Package that includes the following items:

- Completed signed NAEC Continuing Education Application (attached)
- 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 included in continuing education criteria)

Step 3: Send package to NAEC

- Email: darrah@naec.org
- Mail: NAEC
Continuing Education Program
1298 Wellbrook Cir.
Conyers, GA 30012



National Association of Elevator Contractors Continuing Education Criteria

Educational Content: Courses must be directly related to the technical or safety content of an educational nature associated with the CET and CAT educational training program curriculum. Programs that are primarily advertisements or sales promotions in nature will not be accepted. Topics include

- Code within the scope of ASME A17 and A18
- Safety related to the vertical transportation industry
- Technical subject matter related to equipment within the scope of ASME A17 and A18 encompassing but not limited to:
 - Installation
 - Maintenance
 - Troubleshooting
 - Repair
 - Replacement
 - Alteration

Application Package Requirements

- Completed signed NAEC Continuing Education Application
- Detailed Course Outline
 - 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

Delivery Methods:

- Seminar/Classroom:
- Text Based: Courses that are completed by reading or studying a book. Text based courses have an exam, which may be online, to validate student participation.
- Web/Computer Based: Courses that are delivered online or via CD ROM. Web/Computer based courses have an exam, which may be online, to validate student participation.
- Article Based: Publication must have ISSN number. Contact NAEC for criteria details.

Course Instructors must be qualified industry experts who helped develop the course or a professional-level content expert.

Instructional Contact Hours

- Seminar/Classroom: Contact hours which are simply clock hours (60 minutes = 1 hour; 45 min = .75 hr; 30 min = .50 hr; 15 min = .25 hr). The contact hours shall be pure instructional time and may not include coffee breaks, breaks, lunch or mealtime, social gatherings or other non-instructional activities. Also, the smallest unit of clock hours accepted is 15-minute increments (e.g., a course lasting 5 hrs and 40 min would provide a total contact time of 5.5 hrs; a course lasting 5 hrs and 10 min would provide a total contact time of 5 hrs).
- Text Based: If the course is to be offered via distance learning or other independent study formats, then the provider must document instructional contact hours via the *Continuing Education Contact Time Analysis* form available from the NAEC. As a minimum, the *Continuing Education Time Analysis* form must be completed for at least four learners. The completed *Continuing Education Time Analysis* forms shall be submitted to the NAEC along with the application package. The Education Committee will assign contact hours based on the time analysis data provided.
- Web/Computer Based: Contact hours are determined via the time analysis method described above. The completed *Continuing Education Time Analysis* forms shall be submitted to the NAEC along with the application package.
- Article Based: Contact hours are determined by word counts. Contact NAEC for details

Certificate of Completion/Attendance: A Certificate of Completion or Attendance must be provided to each participant. The certificate must contain the following information:

- Course title exactly as submitted on application
- Course completion date
- Participants full name
- Number of approved instructional contact hours earned
- Signature of course instructor or representative of sponsoring organization.

Continuing Education Provider:

- Must have an identifiable continuing education or training unit or group with assigned responsibility for administering continuing education and/or training events.
- Must maintain a complete, permanent (at least 7 years) record of each learner's participation and can provide a copy of that record upon request
- Must provide a learning environment and support services, appropriate to the continuing education or training goals and learning outcomes identified.
- Must have clear and concise written statements of intended learning outcomes.
- Must provide content and instructional methods appropriate for the identified learning outcomes.
- Must establish procedures that assess achievement of the learning outcomes.



NAEC Continuing Education Application

Full, legal name of the organization or provider: _____

Course Title: _____
(MUST CORRESPOND WITH COURSE TITLE ON CERTIFICATE OF ATTENDANCE)

Complete mailing address: _____

Telephone number of organization: _____ FAX: _____

Name of Accreditation Organization (leave blank if your organization is not accredited) _____

Primary Target Audience: _____

How is attendance verified? _____

Instructional Time: _____

Calculation for Instructional Time:

_____ = _____ x _____ = _____ - _____ - _____ = _____
Start time End time Hrs per day # of days Total hrs Total breaks Total meals Instructional Time

Example: 2 day seminar from 8am-5pm with 1 hr for lunch and 3 breaks @ 15 minute each

8am 5pm = 9 x 2 = 18 - 1.5 hrs - 2 hrs = 14.5 hrs
Start time End time Hrs per day # of days Total hrs Total breaks Total meals Instructional Time

Breaks: 3 breaks x 15 min each x 2 days = 90 minutes/1.5 hrs total breaks

Meals: 1 lunch x 1 hr x 2 days = 2 hrs total meals

The following information is to be completed based on the representative responsible for the administration of the provider's continuing education program

Name: _____

Email address: _____

Telephone number (IF DIFFERENT): _____ FAX: _____

Mailing address (IF DIFFERENT): _____

Note: All information must be submitted at least 30 calendar days prior to the date of presentation.

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 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 *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 *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 *CET™/CAT™* program, and any and all vendors that assisted with the development, presentation, or implementation of the *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 *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 Program Administrator 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 Program Administrator.

Furthermore, my organization agrees to provide the continuing education courses and programs in accordance with the criteria put forth by the International Association for Continuing Education and Training (IACET). These criteria are as follows:

Criterion 1 -- Organization: The provider must have an identifiable continuing education or training unit or group with assigned responsibility for administering continuing education and/or training events.

Criterion 2 -- Responsibility and Control: The provider, through its continuing education or training unit, ensures that the criteria are followed.

Criterion 3 -- 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.

Criterion 4 -- Learning Environmental and Support Systems: A learning environment and support services, appropriate to the continuing education or training goals and learning outcomes, are provided.

Criterion 5 -- Needs Identification: Each learning event is planned in response to the identified needs of a target audience.

Criterion 6 -- Learning Outcomes: The provider has clear and concise written statements of intended learning outcomes (e.g., behavioral or performance objectives) based on identified needs for each continuing education and training event.

Criterion 7 -- Planning and Instructional Personnel: Qualified personnel are involved in planning and conducting each learning event.

Criterion 8 -- Content and Instructional Methods: Content and instructional methods are appropriate for the learning outcomes of each event.

Criterion 9 -- Assessment of Learning Outcomes: Procedures established during event planning are used to assess achievement of the learning outcomes.

Criterion 10 -- Post-Event Evaluation: Each learning event is evaluated. (Source: IACET. 2003. *Criteria and Guidelines for Quality Continuing Education and Training Programs: The CEU and Other Measurement Units*. [online] [cited 12 March 2003] Washington DC. pp. 14-15. Available from the World Wide Web at: www.iacet.org under the Document Center – Criteria and Guidelines.)

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. [Note: All information must be submitted at least 30 calendar days prior to the date of presentation.]



Print name and title: _____

Signature: _____

Date: _____

Witness: _____

COURSE TITLE

This is for Sample Purposes Only

COMPANY NAME
MAILING ADDRESS
TELEPHONE:
FAX:
E-MAIL:

WEBSITE:

COURSE DESCRIPTION

COURSE TITLE

Course title must correspond with title on application and title that will appear on certificate of attendance.

COURSE DESCRIPTION

Overview that includes topics covered and description of course structure (lecture, group discussions, handouts, demonstrations, hands on activities, labs, etc.)

LEARNING OBJECTIVES

Upon completion of this course, participants will have had an opportunity to:

- *List learning objectives*

COURSE OUTLINE

- *List course outline here that includes instructional time for each topic.*

INSTRUCTIONAL CONTACT HOURS

Example: This course will be presented during two, eight-hour sessions that includes 1 hour each day for meals and three 15 minute breaks each day for a total of 14.5 contact hours.

TUTORIAL MATERIALS

List materials each participant will receive.

WHO SHOULD ATTEND

Identify your target audience.

CERTIFICATE OF COMPLETION / VERIFICATION OF ATTENDANCE

A certificate of completion that includes the approved contact hours will be given to participants who successfully complete this course.

Describe method of verification of attendance (example: sign-in sheets).

TUTORIAL INSTRUCTOR

Complete a brief bio for each instructor.