



2018 ASET CEUs Information Packet & Application

Education programs are **eligible** for ASET Continuing Education Units provided that:

- The content is relevant to the field of neurodiagnostics;
- The program is presented in an organized learning format and includes a printed schedule with dates, times, speaker and their credentials; Faculty or product authors must have the appropriate professional credential for the topic being presented;
- The objectives of the program are stated and adhered to;
- The sponsoring organization assumes responsibility for the program, including capable direction, qualified instruction, and documented attendance;
- The program is evaluated by the participants and organizers;
- The event hasn't taken place yet.

Programs which are **not eligible** for ASET CEUs include:

- Equipment in service and training sessions;
- Mandatory and/or standard employee training for on-boarding purposes. This includes employer provided didactic course work and vocational training at the onset of employment for the primary purpose of preparing employees to perform one's duties.
- Classroom activities such as required reading, notes, flashcards, quizzes, or non-neurodiagnostic related training such as HIPAA, CPR, or facility tours, etc.
- Events that have already taken place. ASET does not award ASET CEUs retro-actively and the applications will not even be considered;
- Incomplete applications and those received without payment of the appropriate fee will be returned to the sponsoring organization.

Steps to Award ASET CEUs

30 days before the event: mail ASET payment and forms 1 and 2 (program's title, sponsor and credit card information) and form 3 (schedule of the event).

- 1) ASET will send you notification of the number of credits along with ASET CEUs Rosters and evaluation forms via email. If the program is a virtual meeting
- 2) **After** the education event, the program director will make sure all ASET CEUs Rosters and the program evaluation form are complete and will return them to the ASET Office. Applicants whose names are illegible or whose information is incomplete will NOT receive ASET CEUs.
- 3) Virtual meetings such as webinars or online courses require that attendance must also be recorded via ASET CEUs roster provided.
- 4) ASET imports the records of all participants entered on the ASET CEUs Roster and Excel spreadsheet after verifying the data with the sign-in sheet into the ASET CEUs database for education credits if the data is complete, including complete mailing addresses for each participant.

Forms 1 & 2 - Prepare the appropriate payment as outlined in the ASET CEUs Fee Schedule

The fee charged for the awarding and recording of education credits is based on the sponsorship of the program. A check [made payable to ASET] for the appropriate amount **must** accompany the request for ASET CEUs. Credit card payment is available on the form. Applications without fee payment will not be considered.

Form 3 - Complete the Program Time Schedule

Please provide all of the information requested on the form. This form will provide an outline of your program to assist in determining the number of ASET CEUs that ASET will assign. A copy of your printed schedule can be substituted if all of the requested information is included. All breaks and lunch periods must be stated as well.

Mail, fax, or scan and email the completed forms and ASET-CEUs fee to: Olivia Cottingham, ASET, Registration and CEU Manager, 402 East Bannister Road, Suite A, Kansas City, MO 64131-3019. Phone: 816.931.1120, Fax: 816.931.1145, Email: Olivia@aset.org



ASET CEUs Request Form

The Credit Request Form must include payment of the application fee and be mailed, faxed or scanned and emailed to the ASET Executive Office 30 days prior to the start of the program. This form may be reproduced as needed.

A. SPONSOR IDENTIFICATION

1. Sponsoring Organization: _____

2. Program Director: _____

Mailing Address: _____

City and State: _____ Zip _____

[Confirmation of credits will be sent to the Program Director unless otherwise specified.]

Business (_____) _____ Home (_____) _____ Fax (_____) _____

E-mail _____

B. PROGRAM INFORMATION

1. Type of Program - Select one:

- State, local, or regional Society
- National Society or Association
- Hospital or University
- Company or Independent Sponsor

Select one:

- Meeting/Course
- Self Study Product
- Single Lecture
- Live webinar
- Lecture Series
- Recorded webinar
- Online Course

2. Program Title: _____

3. Program Date and Location: [Please attach a sheet with additional dates and locations, if necessary.]

Date Starting

Date Ending

City and State

4. Summary of Program Content:

Form 2

5. Teaching Methods to be Utilized [select all those that apply]:

Lecture Workshop Media/Video Clinical Sites Computer Other

6. Total Number of ASET CEUs requested _____
[1 ASET CEUs is awarded for each hour of lecture time]

7. Anticipated Attendance: _____ 8. Participant Fees or Tuition: \$ _____

C. RESPONSIBILITY Should this program be approved by ASET for ASET CEUs the undersigned, on behalf of the sponsor[s], agree to:

1. Assure that the program described herein is conducted as proposed;
2. Conscientiously maintain the ASET CEUs Attendance Roster on-site during the education event;
3. Print the following disclaimer in full on program information and schedules:

"ASET - The Neurodiagnostic Society has granted ASET Continuing Education Units [ASET CEUs] for this program. Such crediting, however, should not be construed by program participants as an endorsement of any type of instruments or supplies mentioned or involved in these presentations."

4. Return the following to the ASET Executive Office within 3 weeks of completing the program:
 - The ASET CEUs Attendance Roster.
 - A completed Program Director's Summary and Evaluation form and a summary of the participant evaluations.

Signature of Program Director / Contact Person

Date of Application

Payment Information**

Refer to the Fee Schedule on page 5. A \$50 late fee will be assessed if the ASET CEUs application is received less than 30 days from the start of the program, unless otherwise noted.

- Check/money order [payable in US funds only]
 American Express Discover Mastercard Visa

Name on Card: _____ E-mail: _____

Account No _____ - _____ - _____ - _____

Expiration Date ____/____/____ 3 / 4 digit security code _____ Zip Code _____
Month Year

Cardholder Signature _____

Total Amount Due: \$ _____

****Please note that payment will be processed upon receipt. Paperwork will go through the approval process and final approval notification will be sent out.** Please copy the completed questionnaire [for your records] and return the original with the appropriate fee to:

Olivia Cottingham, ASET, Registration and CEU Manager
402 East Bannister Road, Suite A, Kansas City, MO 64131-3019
816.931.1120 • 816.931.1145 • Olivia@aset.org

ASET CEUs Fee Schedule*

A \$50 late fee will be assessed if the ASET CEUs application is received less than 30 days from the start of the program, unless otherwise noted.

Submission of the ASET CEUs Request Form must be accompanied with the appropriate fee as outlined below before the awarding of education credits will be considered. All ASET CEUs will be discounted at 10% for ASET Chapter Societies and Institutional Members.

The following fees apply for single seated day programs covering **one 8 hr day***:

LOCAL, REGIONAL, OR STATE SOCIETIES	\$100
NATIONAL SOCIETIES, HOSPITALS, UNIVERSITIES	\$125
COMPANY OR INDEPENDENT SPONSORS	\$175

*For two or more course days, add \$75 per day.

LECTURE SERIES [approval is for a 12-month period] - These fees apply to 1- 2 hour lectures presented in a series.

Definition of Lecture Series: A complete program of regularly scheduled, in-service lectures held on a weekly or monthly basis with an established faculty [example: neuroanatomy series, record review]. Attendance rosters should be completed for each lecture and submitted at the end of the 12-month period. This category does not apply to a program of lectures that is repeated within a six-month period.

WEEKLY SERIES [up to 52 per year]:

Hospital, University, National Society: \$450/yr Company/Independent Sponsor: \$650/yr

MONTHLY SERIES [12 per year]:

Hospital, University, National Society: \$300/yr Company/Independent Sponsor: \$450/yr

SINGLE LECTURES – Seated programs [up to two hours in duration]: \$50

PROFESSIONAL NEURODIAGNOSTIC EDUCATORS: \$800/yr

For independent educator companies offering courses on various topics up to 10/year
For additional courses over 10 per year - \$75/ea

SELF STUDY PRODUCTS:

One time design product [CD or DVD] \$400/product

Post test must be submitted along with outline of information on CD or DVD

One On-line course (appendix A): \$750/yr/course

[Will require two month's time for approval and requires separate ASET CEUS credit application and a yearly renewal fee (of \$100) and a 5 year re-evaluation fee (of \$50) – see Appendix B]

WEBINAR: Priced in 2 hour intervals

Live Webinar – not recorded [up to two hours in duration requires documentation of participation]: \$50.00

Recorded Webinar - Requires submission of a post test and yearly renewal fee - see Appendix B: \$150.00



ASET CONTINUING EDUCATION UNITS

ASET CEUs Application for on-line courses

*This form is to be used only when applying for ASET CEUs for an on-line course, to provide information that will help us determine the number of ASET CEUs to be awarded. It may take up to **two months** to complete the assessment process for on-line courses and award the appropriate number of ASET CEUs. All on-line courses will be sent for review by an independent reviewer appointed by ASET. Applicants are still required to submit two letters from their reviews. This is to assist us in determining how many hours the volunteer reviewers will need to spend on the course. Please be aware that ASET may randomly audit any course or webinar that we approve. **All online courses must be re-evaluated after 5 years for course material validity. A fee of \$50.00 will apply.***

A \$50 late fee will be assessed if the ASET CEUs application is received less than 2 months from the start of the online education program.

Items required:

- Syllabus, lesson plan, or course outline which lists course content
- Copy of all assessment tools used within the course: quizzes, exams, assignments, etc.
- Reading list if outside articles are part of the course
- Evidence of a student evaluation tool – a copy of a form provided to students to provide feedback upon completion of the course.
- 2 letters, one from each of two individuals, in the END field, who have taken the course, as reviewers/pilot users, to document the number of hours it took for each of them to read all of the course material, complete all assignments and take all exams. The applicant should select reviewers with a background similar to the target audience for the course. The letters must include the qualifications and work experience of the individuals, and documentation that they were able to pass all exams imbedded in the course. These reviewers will automatically be awarded the designated number of ASET CEUs awarded. ASET reserves the right to appoint an independent reviewer to provide additional assessment and will request that the course author allow the reviewer access to the course, should this situation arise.

Name of the course: _____

List all course authors and their credentials: _____

Please attach all of the above listed items, along with payment, and send to:

ASET Executive Office
402 East Bannister Road, Suite A
Kansas City, MO 64131-3019
816.931.1120
816.931.1145 (Fax)

For questions about this process please contact Faye Mc Nall, Director of Education: 207.350.4087;
faye@aset.org



ASET CONTINUING EDUCATION UNITS

ASET CEUs Approved Program Renewal Form

This form is to be used only when renewing an on-going, pre-approved virtual program for ASET CEUs credits. Upon renewal, please submit any changes in content material. All material must comply with AES and ASET competencies.

Please check applicable renewal/re-evaluation program:

- Online course** - \$100.00 yearly renewal fee
 Company _____ Course Title: _____
- Online course** - \$50.00 5-year re-evaluation fee
 Company _____ Course Title: _____
- Recorded Webinar** - \$50.00 yearly renewal fee
 Company _____ Webinar Title: _____

Signature of Program Director / Contact Person

Date of Renewal Form

Payment Information

- Check/money order [payable in US funds only]
- American Express Discover Mastercard Visa

Name on Card: _____ E-mail: _____

Account No _____ - _____ - _____ - _____

Expiration Date ____/____/____ 3 / 4 digit security code _____ Zip Code _____
Month Year

Cardholder Signature _____ Total Amount Due: \$ _____

Items required if there is a change in content material:

- Syllabus, lesson plan, or course outline which lists course content
- Copy of all assessment tools used within the course: quizzes, exams, assignments, etc.
- Reading list if outside articles are part of the course
- Evidence of a student evaluation tool – a copy of a form provided to students to provide feedback upon completion of the course.
- 2 letters, one from each of two individuals, in the Neurodiagnostic field, who have taken the course, as reviewers/pilot users, to document the number of hours it took for each of them to read all of the course material, complete all assignments and take all exams. The applicant should select reviewers with a background similar to the target audience for the course. The letters must include the qualifications and work experience of the individuals, and documentation that they were able to pass all exams imbedded in the course. These reviewers will automatically be awarded the designated number of ASET CEUs credits awarded. ASET reserves the right to appoint an independent reviewer to provide additional assessment and will request that the course author allow the reviewer access to the course, should this situation arise.

Please attach all of the above listed items, along with payment, and send to: ASET Executive Office, 402 East Bannister Road, Suite A, Kansas City, MO 64131-3019.

For questions about this process please contact Faye Mc Nall, Director of Education: 207.350.4087; faye@aset.org