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**Organizer Responsibilities**

* Review AAC Institute Policies listed at <http://www.aacinstitute.org/CEUs/Organizers.html>
* Submit ALL information requested in the Activity Registration list at <http://www.aacinstitute.org/CEUs/Organizers.html>. If not using the templates provided, all information requested in the templates (e.g., Event Information template) must be included in your submission.

**In order for your event to be eligible for IACET CEUs:**

* The AAC Institute must fully or co-sponsor the learning event.
* A needs analysis must be conducted prior to course development to identify why training provided by the event is needed. Please describe how training needs were identified when completing the Event Information template provided in the activity registration list.
* Measurable learning objectives must be established and derived from identified needs. For large conferences, learning objectives must be established for each session and for the conference as a whole.
	+ Learning objectives must be made available to learners at the start of events.
	+ Organizers must have a method of assessing participants’ ability to meet the learning objectives. A quiz found online or at the presentation, must be provided to AAC in the format of multiple choice, true/false, and/or fill in the blank. The length of the quiz should commensurate with the learning objectives. An answer key must be provided to AAC as well.
	+ Instructors must provide learners with feedback on their ability to have met the learning objectives.
	+ A participant will only receive IACET CEUs with a score of 80% or higher having demonstrated mastery of the skill(s).
* Materials and resources contributing to the content of learning event must be up to date and equipment used during learning events must be in good working order. The principles of evidence based practice should be applied when selecting training materials/resources.
* Learning environments must be ADA accessible and conducive to learning for learners of all types. Supports must be available for learners with disabilities that do not enable them to access the curriculum in the traditional format. Support services for all learners must be available before, during and after the event to optimize the learning experience.
* Instructors must provide learners with contact information and make every effort to respond to learner questions regarding course material.
* Proprietary interests related to course material must be disclosed to participants prior to the start of the learning event.
* Organizers must provide learners with instructions for requesting CEUs through the AAC Institute website and requirements for CEU eligibility (i.e., attending events, completing attendance and assessment/evaluation forms at website).
* Only statements approved by IACET may be used to describe the AAC Institute’s relationship with IACET. Please email ceus@aacinstitute.org for a current list of approved statements that can be used on print/web information pages.
* Organizers must send a list of attendees for each event to ceus@aacinstitute.org within 1 week of the completion of the event.

**If you are unable to meet any of the requirements listed above, the AAC Institute must be notified. In cases where IACET CEUs are unable to be provided, AAC Institute CEUs will be granted.**