

**Instructions for Issuing CEUs**

1. Self Study Program events are web-based and CEUs are issued electronically as requirements are met (i.e., all modules are completed and quizzes are passed at 80% accuracy or greater). For issuing CEUs for instructor-led events and other events outside of the Self Study Program, proceed to step 2.
2. Create electronic file for event (e.g., 20XX ATIA Conference).
3. Receive via email request for CEUs – The participant goes to AACI website and downloads Attendance and Evaluation & Assessment forms, completes each and sends to ceus@aacinstitute.org.
4. Within event folder create sub-folders with the name of each participant and their forms. Check to be sure the person requesting CEUs has not already been issued credits for this event.
5. Completed Attendance form shows sessions attended and the CEU hours. – Tally hours and CEUs to be awarded.
6. Retrieve copy of attendance list from coordinator of event.
7. Check attendance list to make sure the person requesting CEUs attended the event. If the person is not on the list, email coordinator for verification of attendance. If the learner did not meet requirements for CEUs, email the learner with notification.
8. Create a certificate for the event showing name, hours, CEUs awarded, location and date. Save copy of certificate in learner’s folder within larger event folder.
9. Mail certificate to learner including cover letter. If less CEUs were earned than requested, include explanation in cover letter.