

Guidelines and Pre-Approval Application For INDIVIDUALS To Receive CEUs

If you are certified with AICI (FLC, CIP, or CIM), you need to earn 2.4 CEUs every three years in order to maintain your certification.

To earn CEUs outside of the opportunities provided through AICI, you must complete the Pre-Approval Application submit it to the CEU Chair for approval 6 weeks prior to taking the program. Program content must be relevant to a category listed in the AICI Core Curriculum.

CEU-Approved programs include:

- **Academic courses taken at a recognized Community College or University (provided they are not being taken as part of a degree program)**
- **CEU-approved courses offered by private companies, such as Fred Pryor Seminars, or National Seminars Training. An internet search will reveal numerous CEU-approved courses.**

Effective November 1, 2007, AICI will not be awarding CEUs to any programs that do not meet the above criteria.

GUIDELINES TO COMPLETING THE PRE-APPROVAL APPLICATION

STEP 1: 6 WEEKS PRIOR TO ATTENDING A PROGRAM NOT APPROVED BY AICI TO OFFER CEUs

Complete the Pre-Approval Application (see page 2 of this document) and send it to AICI Headquarters (Attention: CEU Chair).

STEP 2: AFTER ATTENDING THE PROGRAM

In order to receive CEUs and have them added to your personal record, the following must be submitted to AICI Headquarters (Attn: CEU Chair) within three months of completing the program for which the CEUs were earned.

- **A copy of the pre-approval application with the approval signature from the CEU Committee.**
- **A copy of the CEU Certificate or Certificate of Completion from a College or University**

**Pre-Approval Application For Individuals
To Receive CEUs
For Attending Programs not approved by AICI**

Date of application: _____ **Program date:** _____

Name: _____

Mailing Address: _____

Phone: _____ Fax: _____

Email: _____

AICI Chapter Affiliation: _____

Indicate type of program/sponsor: Educational Institution Private Training Company

Educational Institution/Training Organization Name:

Program title: _____

Number of CEUs : _____

Area of AICI's Core Curriculum that this program addresses: (Please refer to the AICI Website, under Education and Certification to see the AICI Core Curriculum)

FOR OFFICE USE ONLY:

Approved for _____ CEUs

Need more information about: _____

Not approved because of: _____

Reviewed by: _____ Date: _____