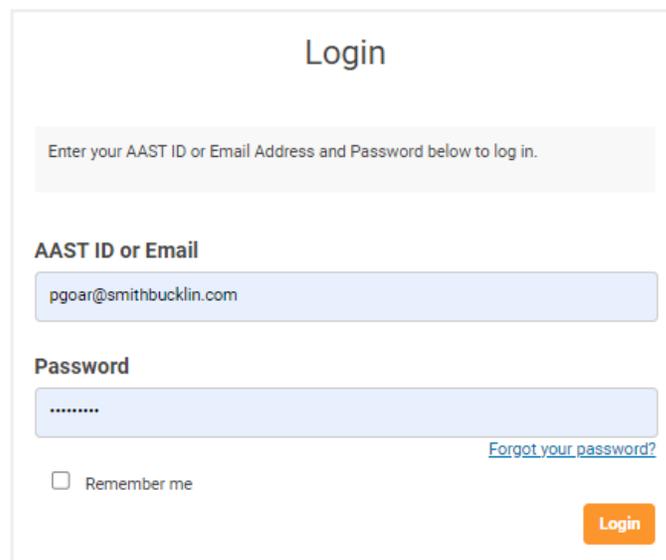# How to Submit an Application in the AAST CEC Portal

Please note that the application review process typically takes between **4-6** weeks to complete, and the length of time depends on when you submit your application and how many other applications are currently in review. Late fees will be applied for applications submitted **in 30 or fewer days** from the start of a program. All application steps, payment, revisions and post activity steps must be completed through the same AAST educational provider account used to create the application. **A separate educational provider account cannot access the application for any reason.**
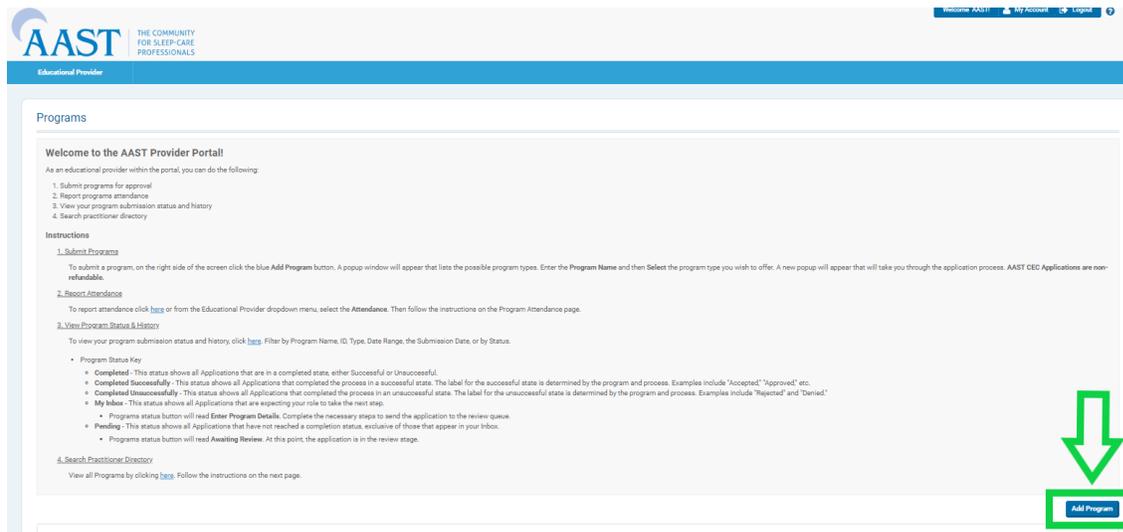
1. Log in to the AAST educational provider account used to create the CEC application for the activity. To login, visit https://www.aastweb.org/ and hover over "**EDUCATION & EVENTS**" and then "**CEC PROVIDER PROGRAM**" from the top navigation.
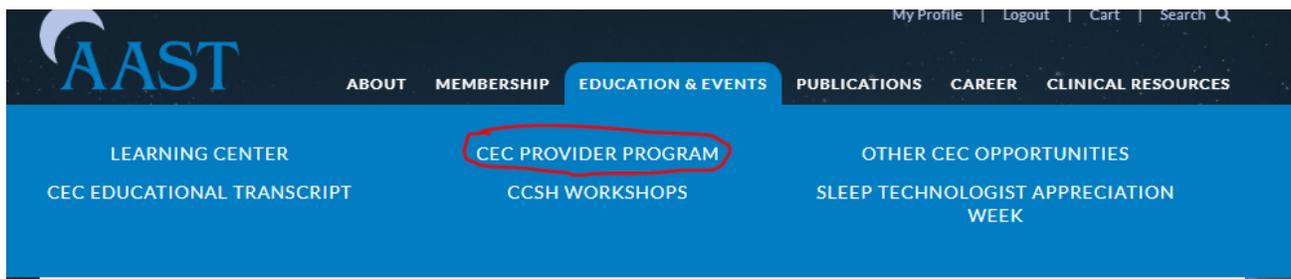

2. Next, scroll down to the "Educational Providers" section on the CEC Program page, and select the hyperlink under "Current Providers".
   a. Don't have an AAST educational provider account? Follow the instructions to create a provider account to apply for AAST CECs.

3. Enter your login credentials.

4. Once logged in, head to the Programs Page at https://cec.aastweb.org/Provider/Activities/List. From here, select the blue "Add Program" button.

5. Once you have selected "Add Program", enter the name of your program in "Program Name." Select the "Select" button next to the Program Type you are applying for.
    a. To find AAST CEC application fees for each of the educational categories, visit https://www.aastweb.org/continuing-education-cecs-for-sleep-technologists
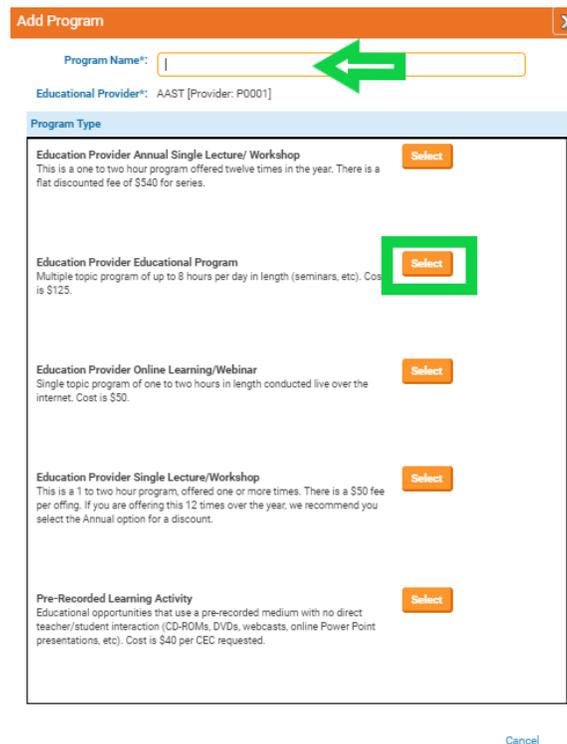
6. The next step will ask you to enter the details of your program application. The following fields are required:
    a. Program Title, Description, Total Number of CECs Requested, Number of Offerings, Start Date, End Date, Location, Registration Website, Program Contact (Name, Email, and Phone Number), Purpose of the Program, Target Audience, Speaker Names and Credentials, Speaker Affiliations, Speaker Expertise, Learning Objectives, and Speaker Form.

Example 1: Enter Program Details

Instructions
Please enter all mandatory information into the CEC application. Mandatory fields are marked with a star (*). Hover over the information icon (i) next to the row title for more details.

If you wish to return to your application at a later time, please click the SAVE button.

If your program has multiple offerings, the Start Date should be the date of the first Offering, the End Date should be the date of the last offering, and if there are more than two, list them in the Other Dates field.

Please Note: All AAST CEC Applications are only active for the current calendar year. All applications will be terminated on December 31 of each year and you will be required to submit a new application for the following year.

Program Id:	A30860
Program Type:	Education Provider Annual Single Lecture/ Workshop
Program Title*:	Example 1
Description*:	
Total Number of CECs Requested*:	0
Number of Offerings*:	
Start Date*:	MM/DD/YYYY
End Date*:	MM/DD/YYYY
Location Name*:	
City*:	
State*:	Select State
Country*:	Select Country

7. At the bottom of the application, you will see a field called "Speaker Form" and have the option to "Click Here to Download the Speaker Form Template.' All applications must be submitted on this template or the application will be sent back. Download the Speaker Form Template, complete the form, and attach it to your application by selecting "Choose from Library or Upload" next to Speaker Form.
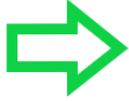
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CEC Program Application Lecturer/Speaker Information Form

PLEASE NOTE: Continuing Education Credit approvals are reviewed in 0.5 increments (i.e. 90 minutes = 1.5 CECs.) In order for your application to be reviewed efficiently, please make sure the **Amount of CECs Requested** matches the CECs Requested in your program application. The following activities will not be approved for CECs: Question and Answer, Open Discussion, Independent Study Hall, Opening/Closing Ceremonies, Breaks and Social Events, Repeat Sessions, Exhibitor Visits, Meals or Course Evaluations. If you have any clarifying questions before submitting your application, please reach out to info@aastweb.org.

Session Title	Date of Session	Length (in minutes)	Continuing Education Credit (in 0.5 increments)	Name of Lecturer/Speaker and credentials	Content (Provide a description of the topics to be covered)	Learning Objectives (What do you expect participants to be able to do after lecture?)	This speaker has agreed to disclose all vested interests to the audience and program (Y / N)
Amount of CECs Requested:		0	0				

Download Form:		Click Here to download Speaker Form Template
Speaker Form*:		Choose from library or **Upload**
All speakers have agreed to disclose all vested interests to the audience and program*:		Select Vested Interest Disclosure ▼
Brochure Instructions:		Copies of all proposed promotional materials must be submitted with the AAST CEC Application. The following are examples of publicity:

- Journal Announcements, Letters, Post Cards, Flyers, Programs, List Serve Announcements and Website / Web Postings
- All promotional materials must meet the following requirements: Publicity (other than simple save-the-date type announcements) must be submitted with the application for review by the AAST.
- Publicity that includes detailed information (objectives and faculty, course highlight, educational methods, target audience) must contain a Designation Statement (see below).
- ☐ No mention can be made of AAST CEC credits prior to application approval by the AAST Board of Directors
- Materials may contain the statement "AAST CEC Program Application has been submitted for approval" before an official approval is granted by the AAST.

| Brochure: | Choose from library or **Upload** |
| Agenda: | Choose from library or **Upload** |

Cancel **Save** **Pay by Credit Card** **Pay by Check**

8. Once your application is complete you will choose Pay by Credit Card or Pay by Check to submit the CEC application fee.
    a. Want to save your application and return at a later date before submitting payment? Select the "Save" button.

9. Application Fee Payment – do not submit payment until you have completed all prior application steps and uploads, as clicking pay fees or pay by check will both automatically submit your application.

    a. You will have two options for application payment; check or credit card.
        i. **To pay by check**, select the "Pay by Check" button. An email with payment information, as well as a PDF of your invoice, will be sent to the email associated with your educational provider account.

        ii. To **pay by credit card**, select the "Pay Fees" button. The portal will then prompt you to enter your credit card information. A receipt will be emailed to the email address associated with your educational provider account.

10. **Congratulations – you have submitted your application!** You will receive an email confirmation shortly. Soon, your application will go into review by the AAST CEC Accreditation Committee. The review process typically takes between 4-6 weeks to complete, and the length depends on when you submit your application and how many other applications are currently in review.

11. There are three possible outcomes of your application review, outlined below:
    a. **Approval**:
        i. If you your application is **approved**, you will receive an email notification notifying you of your application approval.
    b. **Denial**:
        i. If your application is **denied**, you will receive an email notification notifying you of your application denial.
    c. **Inquiry**:
        i. If the AAST submits your application back to you for **inquiry**, it indicates the need for more information or clarification related to your application and supporting materials.
        ii. If your application is sent to **inquiry**, you will receive an email notification alerting you to the request, which will include comments regarding what additional information is requested.
            1. You will then need to go back into your application to make the requested edits.
            2. If you receive an **inquiry** for your application, you must log in to the portal using the same steps above and submit your changes directly in the portal application. *You may not email revised documents to AAST staff. Any emailed revisions will be disregarded and will not be added to your application for you.*
        iii. The inquiry process will continue between AAST and an applicant until an application is approved or denied.

Please note, all CEC applications are reviewed and approved or denied by volunteer reviewers (Sleep Professionals) and not by AAST staff. AAST staff cannot submit or revise an application on your behalf and they cannot approve/deny your application without a volunteer review team's approval.