

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.**

 Log in to the AAST educational provider account used to create the CEC application for the activity. To login, visit <u>https://www.aastweb.org/</u> and hover over "EDUCATION & EVENTS" and then "CEC PROVIDER PROGRAM" from the top navigation.

AAST	MEMBERSHIP	EDUCATION & EVENTS	My Pr PUBLICATIONS	ofile Logo CAREER	out Cart Search Q CLINICAL RESOURCES
LEARNING CENTER	CEC PROVIDER PROGRAM		OTHER CEC OPPORTUNITIES		
CEC EDUCATIONAL TRANSCRIPT	ССЅН	WORKSHOPS	SLEEP TECHI	NOLOGIST WEEK	APPRECIATION

- 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.

Login
Enter your AAST ID or Email Address and Password below to log in.
AAST ID or Email
pgoar@smithbucklin.com
Password
Forgot your password? Remember me
Login

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.

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To solution groups on the right side of the source click the blue Add Program homo. A populy window will appear that lists the possible program types. Enter the Program Name and then Select the program types you wish to offer. A new populy will appear that will take you through the application process. AAST CRC Application <u>Application</u> <u>Application <u></u></u></u></u></u></u></u></u></u></u></u></u></u></u></u></u></u></u></u></u></u></u></u></u></u></u></u></u></u></u></u></u></u></u></u></u></u></u></u></u></u></u></u></u></u></u></u></u></u></u></u></u></u></u></u></u></u></u></u></u></u></u></u></u></u></u></u></u></u></u></u></u></u></u></u></u></u></u></u></u></u></u>
2.Bisitori Attandance To regort attandance lick kgg or from the Educational Provider dropdown menu, select the Attandance. Then follow the instructions on the Program Attandance page. <u>3.View Program Natural Attandance</u> To view your graves making and history cick kggs. Fahr by Program Names (0, Type, Date Range, the Submission Date, or by Status.
To report attendance cick <u>lang</u> or from the Educational Provider diopdown menu, select the Attendance. Then follow the instructions on the Program Attendance page. <u>1. Year: Program: Rational Attendance</u> and Attendance
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Program status barrow for and force Program Details. Complexe her encessary steps to said the application to the writem queue. Prodge: The status above all optications that here on trade accounted on the product matching and the product
Programs status button will read Awaiting Review. At this point, the application is in the review stage.
4. Search Practitioner Directory
View all Programs by clicking https://follow.the-instructions on the-net page.

- 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 <u>https://www.aastweb.org/continuing-education-cecs-for-sleep-technologists</u>

Program Name*:		
ducational Provider*:	AAST [Provider: P0001]	
ogram Type		
ducation Provider Ani his is a one to two hour at discounted fee of \$54	nual Single Lecture/ Workshop program offered twelve times in the year. There is a 10 for series.	Select
ducation Provider Edu Iultiple topic program of \$125.	scational Program up to 8 hours per day in length (seminars, etc). Cos	
ducation Provider On ingle topic program of o iternet. Cost is \$50.	ine Learning/Webinar ne to two hours in length conducted live over the	Select
ducation Provider Sin his is a 1 to two hour pr er offing. If you are offer elect the Annual option	gle Lecture/Workshop ogram, offered one or more times. There is a SS0 fee ing this 12 times over the year, we recommend you for a discount.	Select
re-Recorded Learning ducational opportunities eacher/student interacti resentations, etc). Cost	Activity that use a pre-recorded medium with no direct on (CD-ROMs, DVDs, webcasts, online Power Point is \$40 per CEC requested.	Select

- 6. The next step will ask you to enter the details of your program application. The following fields are required:
 - 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 "<u>Click Here to Download the Speaker Form Template</u>.' 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.



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 Regu	ested.	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). D No mention can be made of AAST CEC predits prior to application has been submitted for approval by the Format of 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 Uptoad
	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.