

AAST CEC Applications – Who, When, How Much?

Please note AAST CEC applications are non-refundable.

Who Applies?

Educational providers apply for pre-approval of their conference or activity. Once the activity is approved, attendees attend the approved activity and the provider submits CEC claims on their attendees' behalf following the activity.

You will need to use your AAST provider account or create an AAST provider account to submit an application via the CEC portal. Keep in mind, the portal will ONLY send communications to the email associated with the AAST account used to submit the application. Work with info@aastweb.org for existing provider account password resets etc., if needed, if your organization shares credentials among team members or if multiple people from your organization will be working on the application.

If you have attended an approved activity, see the Attendees section of this page for more information.

When Do I Apply?

Applications should be submitted to the CEC portal 6 to 12 weeks prior to start date (not including start date) of your activity. We recommend applying 8 weeks prior to the print deadline of your final program materials. However, late fees apply for applications submitted less than 30-days prior to the start of the activity. The AAST does not retroactively approve any activity for AAST-approved CECs.

The application review and approval process typically takes between 2 and 6 weeks and will vary depending on how many other activities are in review at that time. Please consider this when preparing and submitting your application. Keep in mind that all CEC Reviewers are volunteers and as such, AAST cannot guarantee any approval dates.

How Much Does It Cost?

There are two fees associated with AAST CEC activities: Application Fees and Filing Fees. Please note, to pay any fees by credit card you will need to go through the AAST provider account with which you created the application. Work with info@aastweb.org for provider account password resets etc. You may also download an invoice to be paid by check in one lump sum. If your institution or colleague will be submitting payment for your fees, you will need to share your AAST account access with them to do so.

Application Fees

Application fees are determined at the time of application and must be submitted prior to receiving your final approval for the activity (via credit card or check payment as noted above.) Application fees are determined automatically by the AAST CEC portal system based on the date of submission and how many contact hours you are requesting.

Contact Hour/Continuing Education Credit:	Application Fee: Note AAST CEC applications are non-refundable.	Late Fee: Late fees will be applied for applications submitted in 30 or fewer days from the start of a program. Past educational programs will not be considered for review.
1.0 hours/60 minutes	\$50 per contact hour	\$25 per contact hour

There are two times during the application and review process that you may pay your application fees:

1. When you (the educational provider) submit your application
 - a. Pay instantly with a credit or debit card
2. When you (the educational provider) submits your application and chooses Pay by Check
 - a. Select Pay by Check to receive an invoice
 - b. After the review process is complete, you will not receive your approval letter, until Check payment is collected

Please note, approval for CECs is not valid until application fees are paid. Application fees are non-refundable for any reason, including if your application is denied for CECs.

Filing Fees

****Implemented March 2020. Filing Fees affect programs submitted after March 9, 2020. Direct questions on qualifying programs to cecprogram@aastweb.org.****

Filing Fees are required for all attendees who wish to claim AAST CECs. These fees are submitted after the completion of the approved activity at the time you (the educational provider) submits your CEC attendance report to claim your participant's CECs.

AAST Student Lists must be submitted within 45-calendar days after a program is held. Within 45-days, an activity organizer is required to report attendance by uploading the following requirements for each attendee that wishes to claim AAST CECs: [Program ID, AAST ID, First Name, Last Name, and Completion Date.] Once attendance is reported, organizers are required to pay an automated filing fee for your program in order to report and issue AAST CECs to both AAST members and guests. See [How to Report Post-Activity Attendance](#) for more details.

The cost is **\$5 per AAST Member** and **\$10 per AAST Guest**. You can collect and submit these fees in one of two ways:

1. Collect payments to your organization (or build the filing fees into the cost of your activity registration) and submit one check or one credit card payment to AAST for the lump sum of all attendee filing fees. You'll have an option to select pay by credit or pay by check when you submit your post activity documentation in the CEC portal.
2. Pay the fees on behalf of your attendees. You'll have an option to select pay by credit or pay by check when you submit your post activity documentation in the CEC portal.

AAST will NOT

- Collect CEC filing fees on your organization's behalf
- Reach out to participants to collect the CEC filing fees individually
- Create a link for individuals to pay their own CEC filing fees
- Accept individually mailed checks from all of your activity participants

You (the educational provider) are responsible for collecting and submitting the filing fee payments and submitting to AAST as part of your post activity documentation following the end of your approved activity. CEC certificates will not be issued if filing fees are not received from the activity organizer.