

How COVID-19 May Be Affecting Your AAST CEC Program

AAST recognizes that many institutions and organizations are faced with difficult decisions regarding their upcoming events due to the unprecedented effects of COVID-19. This document is intended to serve as a guideline for how AAST can assist you in determining the right action to take for your event or activity, with regard to AAST CECs. For specific questions or concerns regarding your event or activity, please reach out to cecprogram@aastweb.org.

1. Our event/activity was approved for CECs as an in-person event, but we are considering moving to a live, virtual format due to travel restrictions. Will this affect our ability to offer the approved CECs?

Good news; if you have been approved to offer AAST CECs for an in-person event, you are also approved to offer the same content as a live webinar or other form of live broadcast. This also includes presentations, which may have been pre-recorded. This also assumes that whatever platform used to broadcast the sessions incorporates an attendance-tracking feature to track participant's attendance in real time. Zoom, Go-to Webinar, and most other major webinar/virtual meeting platforms offer this capability and we will expect you to utilize this feature when verifying your attendees' CEC claims in the instance that you adjust your format. There is no change to your application or approval necessary, and no fees associated for you to switch from an in-person event to a virtual meeting.

2. Our event/activity was approved for CECs, but we are considering rescheduling to a later date. Does this impact our ability to offer CECs?

- If there are no changes to the approved content of your event, and if the only thing changing about your event is the date, just let us know your new activity dates and we will adjust your approval to reflect the change in date. No fees are associated for you to postpone to a later date.
- If a large portion of your activity will change due to speaker unavailability or other mitigating factors, we will need to do at least a partial re-review of your application with the updated Speaker Form, agenda, speaker credentials, and other relevant materials. How long this re-review may take will be determined by a number of factors including the scale of changes to your program and how many other applications are in review at that time. As with typical CEC applications, we ask that you give us as much notice as possible for a re-review out of respect for our volunteer CEC reviewers. All CEC activities will still require approval for CECs prior to your event, including any re-reviews. AAST cannot retroactively approve any activity for AAST CECs, so reach out in advance for clarification. Your AAST team is here to help at cecprogram@aastweb.org.

3. Our event/activity was approved for CECs, but we have decided to cancel the event due to COVID-19. Can we get a refund on our application fees?

AAST is not in a position to offer refunds for any activity application that has already gone through the complete CEC Review process as our administrative costs have been incurred already.

4. Our event/activity was submitted for AAST CEC review, but has not yet been approved. We are considering cancelling the event. Can we pause the review process while we decide whether to cancel the event?

- If you have recently submitted an application and would like to pause the review process while determining if your event will undergo cancellation, please reach out to cecprogram@aastweb.org immediately to inform us that you would like to pause the review process.
- If you choose to pause the review process and later determine to move forward with the event, it may still take a few weeks for AAST to be able to pick up the review process and finalize your approval. Please provide as much notice as possible of your decision so we can assist you efficiently and provide an estimated date of final review. As a reminder, AAST cannot retroactively approve any activity for AAST CECs, so the review process must be complete prior to your event start.
- If you choose to pause your review process and ultimately cancel the event or activity, AAST is happy to discuss options. Please email cecprogram@aastweb.org.