



Print: First Name Last Name

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**Continuing Education Log**  
 (40 hours of continuing education every two years  
 to maintain professional status)

Submit to: **AET Membership, Continuing Education Director**  
 7044 S. 13<sup>th</sup> Street, Oak Creek, WI 53154  
[membership@aetonline.org](mailto:membership@aetonline.org) (fax): 414-768-8001

Area	Activity	Date	Number of Hours	Documentation Retained
<b>Area One: Required Activities</b> (10-15 Hours)				
<b>Area two: Study Groups</b> (10-18 Hours)				
<b>Area Three: Individual Study</b> (Up to 10 Hours)				
<b>Area Four: Teaching/ Presentations</b> (10 Hours)				
<b>Area Five: Miscellaneous Activities</b>				
<b>Total Hours</b>				

# Required Activities

The activities included in **Area 1** are **Required Activities**. Activities in **Areas 2 – 5** may be **chosen at the discretion of the member**.

Qualifying Continuing Education Activities	Documentation/Verification (retain one per activity)
<p><b>Area 1</b> (10-15 Hours)</p> <ul style="list-style-type: none"><li>• <b>Conferences and Workshops:</b> Attendance at a minimum of one major conference or workshop is required within each two-year period. Acceptable conferences include the AET Annual Conference and Regional Workshops and the LDA and IDA Annual Conferences.</li><li>• <b>Specific Syndrome Presentation:</b> Attendance at a minimum of one workshop, lecture, seminar, or conference every four years that addresses a specific syndrome is required. Presentations may focus on such disorders as ADHD, Autism, Tourette's, NLD, OCD, etc.</li><li>• <b>Professional Ethics</b> Members must fulfill the AET Ethics Requirement at least once every six years. The requirement may be met through attendance at an AET Ethics Workshop or by listening to and summarizing a recorded workshop presentation.</li></ul>	<ul style="list-style-type: none"><li>• Certificate of attendance</li><li>• Signed letter of attendance</li><li>• Cancelled check</li><li>• Enrollment or registration form</li><li>• Handout, program, or name badge showing title of presentation</li><li>• For recorded Ethics presentation: summary of main points with discussion of how to use the information in the practice of educational therapy</li></ul>
<p><b>Area 2</b> (10-18 Hours)</p> <ul style="list-style-type: none"><li>• <b>Study Group Meetings:</b> Attend Study Group meetings, including Virtual Study Group.</li><li>• <b>Case Conferences:</b> Attend and participate in case conferences.</li><li>• <b>Journal/Book Discussion Groups:</b> Attend and participate in professional journal or book</li></ul>	<ul style="list-style-type: none"><li>• Study Group verification form</li><li>• Copy of attendance sheet</li></ul>

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**Qualifying Continuing Education Activities****Documentation/Verification  
(retain one per activity)**

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discussion groups.

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**Area 3  
(up to 10 hours)**

- **Book Reading\*:**  
Read book relevant to the practice of educational therapy. Books from suggested reading list on AET website may be included.
- **Article Submission:**  
Submit article written by the member and published in the Educational Therapist or other reviewed journal.
- **Audio and Video Presentations\*:**  
Listen to or watch presentation relevant to practice of educational therapy. May be tape, CD, DVD, podcast, or online presentation.
- **Webinars:**  
Participate in a webinar relevant to practice of educational therapy.

- Photocopy of book jacket or title page plus written summary\*\* (3 hours per book)
- Copy of published journal article (5 hours per published article)
- Copy of recorded or online presentation cover or title page plus written summary\*\* (CE hours equivalent to running time)
- Copy of webinar registration

\* Books, audio, and video presentations can combine for a maximum of 25% of required CE Hours in a given two-year period.  
\*\* Written summaries should be approximately one page double spaced in length and should include a brief synopsis of the main points of the book, recording, etc., plus comment as to how it applies to your practice of educational therapy.

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**Area 4  
(10 hours\*)**

- **Teaching of Academic Courses:**  
Develop and teach an academic course that pertains to educational therapy.
- **Professional Presentations:**  
Present a workshop, lecture, or seminar on a topic that pertains to educational therapy (includes development and presentation of school or learning center in-service workshops).

- Copy of handout or syllabus
- Copy of published program
- Copy of registration materials

\* Up to 10 hours and no more than 25% of total CE hours. This is a one-time credit for a new course; no credit is given for repeated courses, workshops, or presentations.

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**Area 5  
(Variable total hours)**

- **Graduate or Professional Level Academic**

- Copy of course registration
  - Copy of cancelled check
  - Certificate of completion
  - Signed letter of attendance
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Qualifying Continuing Education Activities	Documentation/Verification (retain one per activity)
<p><b>Coursework*:</b> Enroll in and complete a graduate-level course or major training program relevant to practice of educational therapy.</p> <ul style="list-style-type: none"> <li>• <b>Staff Development Workshops:</b> Attend and participate in a school or learning center in-service workshop that is relevant to educational therapy.</li> <li>• <b>Supervision of AET Student Members and ET/P Candidates**:</b> Engage in the formal supervision of a student member of AET or an Associate ET working towards ET/P.</li> </ul>	<ul style="list-style-type: none"> <li>• Copy of formal supervision agreement</li> </ul> <p>* A maximum of 25% of total CE hours may be credited for coursework. ** A maximum of 6 hours may be credited for supervision.</p>

## Notes Regarding Written Summaries:

- All summaries are read by a member of the Continuing Education Committee.
- Summaries should be approximately one page double spaced in length and should include a brief synopsis of the main points of the book, recording, etc., plus comment as to how it applies to your practice of educational therapy.

## Restricted and Non-Eligible Activities:

- Deriving all 40 hours of continuing education from a single area as outlined below. Units must represent diverse activities.
- Learning center or school staff meetings that do not address issues relevant to educational therapy.
- Volunteer activities for AET or any other professional organization (other than presentations).
- Coursework or trainings not related to the practice of educational therapy.