

**Aquatic Exercise Association  
Non-Approved AEA Provider CEC Allocation  
Petition Form Submission Guidelines**

If an AEA Certified Professional attends a course that is offered by a person or organization that is **NOT** an AEA Approved CEC Provider, they must submit a petition form for credits.

**Eligible Courses** - AEA AFCECs are allocated for programs specifically designed to increase the knowledge and leadership for Program Leaders. Accepted topics include limited mobility senior or active aging educational programs, anatomy, physiology, kinesiology, psychology, safety, motivation, nutrition and senior exercise leadership.

**AFCEC Allocation** - Petitioned courses will be assessed based on theoretical and/or practical application of similar AEA AFCEC Approved Provider programs. Petitioned courses can include home study, online education, in-person workshops and lectures.

**Petition Fee** - The petition fee is \$10.00 per course or \$25.00 per conference. If the course does not meet specifications, the petition fee will be refunded. ***IF you are a current AEA Member Program Leader, you are NOT required to pay petition fees.*** The petition process may take up to 3 weeks.

**Non-Approved Provider CEC Petition Directives-Complete ALL required information.**

**Step 1:** Contact Information – List YOUR Name, AEA ID Number and E-mail address.

**Step 2:** Course Information

- Course NAME – Provide the exact title of the course.
- Course INSTRUCTOR – List the name of the person who taught the course.
- Course LENGTH – Provide the total duration of the course (do not include breaks).
- Course TYPE – List the type of programming of the course.
- Course LEARNING OBJECTIVES – List three (3) objectives you learned from this course applicable to aquatic fitness.
- Organization Name – List the name of the organization offering the course if it differs from the Course Instructor Name.
- Provider Website/Email – List the website and email address of the Instructor and/or Organization offering the course.

**Step 3:** Proof of Attendance – Attach the necessary paperwork to demonstrate proof of attendance.

- A. For studies offered in hospitals, colleges and/or universities, adult education, special areas of study/professional courses/trainings provide a Certificate of Completion, Transcript, Grade Report and/or Verification of Attendance.
- B. For individual courses provide a course Completion Form or Course Certificate indicating date and location of event.
- C. For conventions/conferences provide a conference completion form or certificate indicating date and location of event and proof of the courses you personally attended.

**Step 4:** Payment Information – Full payment must be included to process your petition form.

**Non-Approved AEA and AFCEC Allocation  
Petition Form**

*Before completing your petition please review the submission guidelines on page one.  
Incomplete petitions will be returned and will delay the approval process*

**Step 1 – Contact Information**

AEA Certified Instructor Name (YOUR Name)	
AEA Certification Number	
Email Address	

**Step 2 – Course Information**

Course NAME	
Course INSTRUCTOR	
Course DATE	
Course LENGTH	
Course TYPE	
Course LEARNING OBJECTIVES (List 3 Objectives specific to aquatic fitness)	
Organization Name (if different than the Instructor Name)	
Provider Website / Email	

**Step 3 – Proof of Attendance**

Attach copy/copies with your submission. If this is a conference petition also include a copy of YOUR COMPLETED CEC FORM/CERTIFICATE issued by the hosting organization showing the course(s) you attended. You do NOT have to complete a petition for each session when petitioning a conference.

**Step 4 – Payment Information**

Method of Payment:    \_\_\_ Check Enclosed or Credit Card:    \_\_\_VISA    \_\_\_MC    \_\_\_DISC    \_\_\_AMEX

Cardholder Name: \_\_\_\_\_

Card Number: \_\_\_\_\_

Exp. Date: \_\_\_\_\_ CV Code \_\_\_\_\_

Cardholder Signature (typed signature is acceptable): \_\_\_\_\_

**Remember to attach or enclose:**

- ✓ Complete petition form for each course/conference seeking AEA credits.
- ✓ Proof of Attendance (scanned file attachments or paper copies) – CEC Forms, Course Completions, Certificates, overall completed Conference CEC Forms, etc.
- ✓ Payment information – fee is \$10.00 per individual course petition OR \$25.00 per conference.

**Return by fax, postal mail or by email with scanned document/pdf attachment to:**

***AEA AFCEC Petitions***

Postal-**NEW ADDRESS:** PO Box 1695, Brunswick GA 31521-1695

Email Scanned/PDF Attachment-[info@aeawave.com](mailto:info@aeawave.com)

Fax: 941-486-8820