



# CONTINUING EDUCATION UNITS (C.E.U.s)



**C.E.U OFFICIAL MANUAL**

**FOR CERTIFIED CANDIDATES**



## Procedure to sign up for continuing education unit

### STEP 1

Visit the official web page of AECA at [www.aecacert.com](http://www.aecacert.com) to access the online renewal application.

### STEP 2

Fill and submit the online renewal application and pay \$50/certification that you wish to renew. Multiple certifications can be renewed on the same online renewal application.

### STEP 3

On submitting the online renewal form an email with details on how to complete your continuing education will be emailed to you, read the instruction and follow the link provided.

### STEP 4

The email will have links to CEUs. You are required to click on the link and visit the individual CEU page to attend and submit the complete CEUs.

### STEP 5

After you have successfully completed and submitted your required number of CEUs, the candidate will be certified for one more year.

### STEP 6

A new certification packet is processed and mailed within 15-20 business days starting from the date you submitted your last CEUs.

# FAQ

- **Why am I attending continuing education units (C.E.U.s)?**

It is a standard procedure to renew certifications of AECA, therefore all candidate are required to attend CEUs in order to renewal their certifications.

- **Evaluation:**

- At the end of the continuing education units, the candidates will need to attempt a continuing education exam.

- **Rationale:**

- To ensure that the candidate is proficient with the knowledge.
- To ensure that the candidate in covering the majority of the content areas of the certification.

*All these steps are taken to ensure that the candidate stays current with the knowledge.*

- **When should a candidate apply for recertification?**

Recommended 60 days before expiration.

- **What if my certification is expired?**

Email: [info@aecacert.com](mailto:info@aecacert.com) for further information.

- **Whom should I contact for renewal related questions?**

To get the appropriate answer, it would be best to email [info@aecacert.com](mailto:info@aecacert.com) ; we have staff which particularly specializes in the renewal process.

- **How much fee should the candidate pay for recertification?**

\$50.

- **How often do I need to recertify my certification?**

Every year.

*Rationale: to remain current with the knowledge and avoid fading of knowledge.*

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# **LITERATURE REVIEW**

## **“KNOWLEDGE FADE DUE TO NON-USE”**

### **What is skill maintenance?**

Skill maintenance is the process of preventing skills from deteriorating below an acceptable performance level.

### **Retention interval**

It is widely accepted that the longer the period of non-use the greater the probability of decay (Annett, (1979); Farr, (1987); Gaurlin & Sitterly, (1972); Hurlock & Montague, (1982); Naylor & Briggs, (1961); Prophet (1976) cited in Arthur et al. (1998)).

### **Skill re-acquisition**

Skill re-acquisition is the concept relating to the re-training of a skill that has deteriorated below an acceptable criterion. The greater the skill loss, the greater the effort required to bring the individual up to proficiency. Summers et al. state that the considerations for skill re-acquisition include: the nature, timing, amount, and frequency of training.

- The nature of the training may simply be to remind the individual of the information.
- The timing is concerned with the operational requirement and the availability of the necessary facilities.
- The amount and frequency of training are related to the level of skill loss, task difficulty, the level of skill proficiency required and the purpose for the training.

*It is the sincere effort by **AMERICAN EDUCATION CERTIFICATION ASSOCIATION (AECA)** to refresh the individual with majority of knowledge possible through our online continuing education portal. Employers and educators are welcome to participate in our continuing education program development team to bring the most efficient program required for candidates to retain their skills. Employers or educators can contact us at [info@aecacert.com](mailto:info@aecacert.com) showing an intent to participate in our continuing education program development.*

*Disclosure notice: The online continuing education units program of C.E.U.s is in no way a substitute for an actual program offered by an educational institution, it is just a part of continuing education which is available only for candidates who have already been through a training program or course and on successful completion got certified by attempting a certification exam with AECA. Employment data may be reported to the education institution from where you received your training.*

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# **continuing education**

**According to the U.S. Department of Education's National Center for Education Statistics, demand for continuing education for adults aged 35 or older should grow by 7 percent until 2016.**

**CONTACT INFORMATION  
CONTINUING EDUCATION UNITS**

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