

AASM Sleep Technologist Continuing Education Credit Program (AASM CEC)

Purpose

The purpose of the American Academy of Sleep Medicine (AASM) Sleep Technologist Continuing Education Credit (CEC) Program is to accredit continuing education programs for sleep technologists. In order to support the sleep technologist in strengthening and expanding his/her knowledge and skill in the field of sleep medicine, the goals of AASM CEC Program accreditation are to:

- Ensure high standards of excellence in continuing education;
- Safeguard that activities are planned and presented by appropriately credentialed individuals;
- Ensure all education activities are free from bias;
- Confirm education activities address an identified need within the profession; and
- Ratify that activity content reflects the American Academy of Sleep Medicine (AASM) *Domains of Practice* for the [Sleep \(Polysomnographic\) Trainee](#), [Sleep \(Polysomnographic\) Technician](#), and/or [Sleep \(Polysomnographic\) Technologist](#).

Criteria for Approval

The criteria for accredited programs are established by the AASM to ensure that education providers commit to providing continuing education that meets the above stated goals. To be considered for approval, education activities must meet the following criteria:

- Education content must be relevant to the profession of sleep technology;
- Activity must be presented in an appropriate format to best address content;
- Providers must provide accurate activity information to participants prior to the event, including content, learning objectives, requirements for and number of credits awarded, format, target audience, faculty members, fees, cancellation policy, and sponsorship;
- After attending, participants must have the opportunity to evaluate the activity;
- Following the activity, providers must provide attendees proof of attendance; and
- Providers must maintain attendance and evaluation records following the event.

Planning Committee

The planning committee must consist of *a minimum of* one person who is a board-certified sleep medicine physician, an employee at an accredited sleep facility, or a sleep technologist with an RPSGT or RST credential. All members of the planning committee, including credentials and contact information, must be identified in the application.

Faculty/Author

The faculty member(s) or author(s) is identified as the content expert and must be qualified to present content in the context of sleep medicine, in language understood by sleep technologists. The activity provider is responsible for vetting that the qualifications of the faculty/author are appropriate for the activity. Faculty/Authors must agree to present content without commercial bias.

Key Contact

The key contact person is responsible for providing all required information regarding the activity, as well as ensuring the activity is administered as described in the application. The key contact person may or may not be a member of the planning committee.

Conflicts of Interest

In order to ensure all education activities remain free from bias, faculty members/authors must declare any conflicts of interest or lack thereof. Relationships with for-profit companies, including being an

employee, paid consultant, receiving expenses or honorarium in exchange for speaking, or ownership interest, must be disclosed to learners, along with the nature of these relationships.

If commercial support is provided for an activity, in addition to disclosure to learners of the nature of said support, the activity sponsor must maintain control of educational content. Education activities that include research conducted by commercial companies must be designed and presented with scientific objectivity.

Types of Activities

Education activities are identified as either LIVE or ON-DEMAND. LIVE activities are traditional in that they are provider-directed, face-to-face sessions that occur in real time. The faculty and attendees need not be in the same place; however, they must have the ability to communicate, either verbally or via chat, during the activity. Examples of LIVE activities include traditional lectures as part of a conference, educational meeting, course, workshop or seminar, as well as distance activities such as videoconferences or webinars, in which the participants and faculty can interact with one another in real time.

ON-DEMAND activities are non-traditional, learner-directed, and self-paced. In this case, the learner and faculty do not interact in real time. Examples of ON-DEMAND activities include online courses, archived webinars, videos, podcasts, or journal articles. In order to award CEC for ON-DEMAND activities, satisfactory completion of a post-test is required.

Credit Awarded

CEC credit is awarded based on contact hours for each activity. For live activities, this is the *time allocated for the activity*. Participants of live activities may be awarded partial credit for attending some activities within the context of an entire program.

For on-demand activities, contact hours are based on the *average estimated time* to complete the activity, including the post-test. Partial CEC is not awarded for on-demand activities.

Application

Education providers applying for AASM CEC approval must submit a completed application accompanied by the appropriate fee at least 60 days prior to the education activity. Applications must be typewritten and completed in full. Please note each individual activity requires an application and payment. If an activity will be repeated, a single payment may include each planned occurrence. Incomplete applications will not be reviewed and will be returned.

Application Deadlines and Fees

To ensure adequate time for AASM review, as well as appropriate sponsor promotion of the education activity, applications and accompanying fee must be submitted at least 60 days prior to the first delivery date of the activity. A late fee will be assessed for activities submitted less than 60 days prior to the first delivery date. Applications will not be accepted for activities less than 30 days prior to activity delivery date.

Application fees are based on type and length of activity. Fees will be invoiced following receipt of application. Please note that fees paid are non-refundable.

Fee Schedule	Per Credit Hour
Live Activity (provider-directed, face-to-face)	\$50
On-Demand Activity (learner-directed, self-paced) – 3-year approval	\$50
Repeat Occurrence of Same Live Activity (each date)	\$20
Late Fee (less than 60 days prior to activity)	\$20

Approval Period

Live activities are approved for the actual activity date. On-demand activities are approved for a three-year period, beginning the date the activity is initially offered.

Review Process

Upon submission of an application and fees, the sponsor will be sent email verification of receipt. During the review process, the activity sponsor will be notified via email should additional information or clarification be needed. Once approved by AASM, the key contact will be notified via email. If an activity is not approved, AASM will provide a written explanation to the course sponsor. In cases of applications that are denied, a new application with accompanying fees may be resubmitted, assuming the 60-day application deadline can be met.

Once approved, if significant changes are made to course objective or content, a new application must be submitted. If only a change in faculty is made, and the content remains unchanged, a new application need not be submitted; however, the sponsor must notify AASM of the change prior to the initial activity date.

AASM CEC Designation Statement

Upon approval of AASM CEC, promotional materials should include the following statement:

This activity has been approved by the American Academy of Sleep Medicine for a maximum of XXX Continuing Education credits (CEC). Individuals should claim only those credits earned as a result of this activity.

Materials may contain the following if an application has been submitted and not yet approved:

An application has been submitted to the American Academy of Sleep Medicine for Sleep Technologist Continuing Education credit (CEC).

Activity Promotion

As part of the application for AASM CEC, providers must submit all promotional materials for the activity in question, in order to ensure the activity is promoted as described in the application. Examples of promotional materials include brochures, flyers, email communications, and websites (URLs must be provided).

Information included in promotional materials must include:

- Activity title
- Activity date, time, and location (Live)
- Anticipated completion time (On-Demand)
- CEC credits awarded
- Faculty members
- Registration information including fees and deadlines
- Cancellation policy

Activity Evaluations (attached)

Participants must be provided the opportunity to evaluate the activity following its conclusion, including format, content and faculty members. These evaluations will be provided by AASM as part of the credit claim process and may be used by the provider in planning future education activities.

Participant Certificates (attached)

Participants will be provided a certificate of completion upon claiming credit on the AASM website. The certificate will include the participant's name, activity title, completion date of the activity, and the AASM CEC designation statement, including appropriate number of credits awarded.

Attendee Reporting

Activity providers will furnish to AASM records of participants who completed a live activity within 3 days of conclusion of the activity, including full name and email address. Participants cannot claim CEC until AASM receives attendance verification. For on-demand activities that are available continuously, activity providers will provide monthly attendance records.

Records Maintenance

The activity provider must maintain the following records for a minimum of seven (7) years:

- Approved CEC application
- Faculty conflict of interest statements
- Promotional materials
- Attendance record
- Activity evaluation