

Policy No: G-3

Subject: Continuing Education/Clock Hours

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Effective Date: 6/23/17

Revision Date(s):

Review Date(s):

Review Responsibility: AASL Staff

Policy Statement:

AASL will offer continuing education/clock hours for AASL education courses.

Focus:

Primary: AASL Staff, AASL Members

Definitions:

Continuing Education: An all-encompassing term referring to any educational program designed to offer further knowledge or skill to an individual.

Clock Hour: A measure to record the actual amount of time spent in a continuing education activity.

Credit Hour: A formal measure of credits awarded based on specified clock hours.

Purpose:

To define the guidelines for awarding/receiving continuing education/clock hours for an AASL education course.

Procedure:

1. AASL does not offer state-specific credit for educational courses. Attendees are encouraged to submit their clock hour forms and any other required paperwork to their state department of education and/or local institution for consideration and approval.
2. Attendees of AASL's in-person events (excluding national conference) will automatically receive a certificate after the event.
3. Attendees of AASL's National Conference will receive a clock hour tracking form to fill out for use in their state or institution requirements.
4. Attendees of AASL's online courses will receive a certificate after the course has concluded and completed work has been confirmed.
5. A certificate will be offered for attendees of live webinars in which attendance can be verified.
6. A certificate of attendance will not be offered for archived webinars. AASL does provide a "Proof of Attendance" form for participants to fill out and seek verification by their supervisor to submit for state or institution consideration.