

ACE CEC Petition Checklist

Do not submit this document. Use this checklist as a guide to prepare your petition submission.

**It is the responsibility of the petitioner to submit all the required information.
Incomplete petitions will be denied (resubmission will require re-payment of non-refundable processing fee).**

Directions 1-5: Workshops, Distance Learning Courses, Blended Learning Courses, and Conferences (\$25/each non-refundable).
Directions 6-7: College Courses, Additional NCCA-accredited Certifications (\$0/each).

- Provider Details** are a requirement to verify the organization that created and is providing the course.
 - Company name of provider as it appears on the certificate.
 - Provider contact name, email (example@address.com), phone (XXX) XXX-XXXX.
- Course Details** are a requirement to verify the scope of practice and calculate CEC value.

Courses completed outside of your ACE renewal cycle will be denied, as will courses that fall outside scope of practice.

 - Course name as it appears on the certificate of completion.
 - Completion date as on the certificate (Month/Day/Year).
 - Total course hours: total number of contact hours that occurred within the training.
 - Course website: URL address that links to the course information on the provider's website.
 - Course description: detailing the intended audience for the course and the list of topics covered.
 - Course timeline: detailing the hourly breakdown of the course itself.
 - If you have a document detailing the schedule, use the **Course Document Upload** tool.
 - Conference: upload the session list indicating which sessions you attended including presenter name(s) & credential(s), use the **Course Document Upload** tool.
- Author Details:** must have **either** an exercise science-related degree **OR** a current **NCCA**-accredited certification. *If yoga teacher training, the author must have a **verifiable** E-RYT 200 or higher. If this is a **fitness business** course, the author may have a business degree. **If you do not have a person's full name and/or the author does not meet the required criteria, do not petition this course as it will be denied.***
- First and Last name of the author of the course. *Note: Company name will not be accepted.*
- Must include verifiable and relevant credential(s) as detailed above.
 - If the author's credential is a degree, the degree name must be included (i.e. BS Exercise Science).
 - If this is a conference, include at least one of the presenters along with relevant credentials.
- Instructor Details:** must have **either** an exercise science-related degree **OR** a current **NCCA**-accredited certification. *If yoga teacher training, the instructor must have a **verifiable** E-RYT 200 or higher. If this is a **fitness business** course, the instructor may have a business degree. **If you do not have the person's full name and/or the instructor does not meet the required criteria, do not petition this course as it will be denied.***
- First and Last name of the instructor of the course. *Note: Company name will not be accepted.*
- Must include verifiable and relevant credential as detailed above.
 - If the instructor's credential is a degree, the degree name must be included (i.e. BS Exercise Science).
 - Online course: Instructor name would be the same as the author name.
 - Conference: include at least one of the presenters along with relevant credentials.
- Certificate of Completion** from the Provider showing what date you successfully completed the course is a requirement. **If you did not receive a document from the provider, do not petition this course as it will be denied.**
- Use the **Certificate of Completion Upload** tool to attach a PDF of your certificate.
- For Additional NCCA-accredited certifications (\$0):**
 - Upload NCCA-accredited certification as a PDF showing your first and last name as well as the date of completion.
 - Date of completion must be within the dates of your renewal cycle to be approved for a maximum of 0.5 CECs.
- For College Courses (\$0):**
 - Upload transcript as a PDF showing: your first and last name, college/university name, semester and year, as well as letter grade ("C" or higher) *Note: Must meet fitness professional scope of practice guidelines.*
 - Date of completion must be within the dates of your renewal cycle to be approved for a maximum of 2.0 CECs.