

CONFERENCE APPLICATION CHECKLIST

Do not submit this document. Use the checklist as a guide to prepare for the application.

1. **Conference Name:**

- Name should match exactly what is being printed on the certificate of completion

2. **Conference Dates and Location:**

- Provide the start date and end date of the one-time event
- Provide the location of the one-time event (country, state, city, zip code)

3. **Conference Document Upload:** contact educationprovider@acefitness.org for template

- Upload a session list showing the following for each session:
 1. Date and time
 2. Name and description
 3. Presenter name and resume
- File type should be submit as an excel
- File name must be letters and numbers only (no symbols or the file will not upload)
- File size can be a max of 10 MB in size (larger files can be submitted to

educationprovider@acefitness.org) *Grid Example: one session per row*

A	B	C	D	E	F	G
Name of Company	Examples for purpose of template	Examples for purpose of template		Note to CE Provider: Ensure Presenter holds proper qualifications *refer to FAQs		
Time Block	Session Title	Presenter <small>*Attach session descriptions in application, not on this template</small>	ACE CEC Hours	Presenter Qualifications <small>Enter certification org, number and expiration date</small>	2nd Presenter Qualifications	ACE Notes
Thursday (Insert Time)						
201	Workout Morning Start	Michelle Leachman		ACE N12345 exp 12/20/20		*ACE Does not award for workouts
202	Bodyweight BOOTCAMP	Stephen Aguila		NASM N12345 exp 12/20/20		
203	Cardio Yoga™	Bryan Smith		RYT500 cert 123456		Contacted company for further explanation
204	Mental Strength			ACE N12345 exp 12/20/22		
205						
206						
207						
Insert date + time						
208	KEYNOTE - Everything is Awesome	Mr. Lego		Not qualified		*ACE does not award for keynote speeches

4. **Presenter Credentials Upload:**

- Input EACH presenters qualifications [degree in the field of health/exercise and/or NCCA accreditation with certification number and expiration date]
****Bios will not be accepted***
- If a separate email needs included the file type can be the following extensions only: .pdf, .docx, .doc
- File name must be letters and numbers only (no symbols or the file will not upload)
- File size can be a max of 10 MB in size (larger files can be submitted to educationprovider@acefitness.org)

5. **Submission Requires Payment:**

- Application has not been submitted until non-refundable payment has been made. Annual Provider Fee and Conference Application Fee are non-refundable and cover the review process. Conference Applications should be submitted 60 days in advance of event. Conference Applications may be expedited with \$150 RUSH fee (14-business day review) If the application is deemed incomplete the application may be denied or review window extended. Approved conferences will have a course number valid for the one-time event only. Approved conferences cannot be renewed. They may only be submitted as new for each one-time event.