

RECORDED WEBINAR APPLICATION CHECKLIST

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

1. Recorded Webinar Name:

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

2. Recorded Webinar Description & Objectives:

- 100-150 words describing the webinar
- Three Measurable learning objectives

3. Recorded Webinar Hourly Outline & Course Length:

- Provide course outline
- Provide login details and URL for accessing the actual course

4. Course Document Upload:

- Upload the three Reviewer Forms (combine into one file or send via email)
Reviewers should be professionals who meet the level of the intended audience
Reviewers cannot be contributors to the course

* 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. Instructor Resume Upload:

- Upload resume for each instructor showing relevant credential
If there are multiple instructors, combine each one-page resume into one file
Presenter's credentials must meet the same criteria as authors & instructors (see FAQ)

***Bios will not be accepted**

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6. Submission Requires Payment:

- Application has not been submitted until non-refundable payment has been made.
Annual Provider Fee and Recorded Webinar Application Fee are non-refundable and cover the review process.
Recorded Webinar Applications review process takes approximately 30 days.
If the application is deemed incomplete, the application may be denied, or the review window extended.
Recorded Webinar Applications offer an expedited review time for an additional fee.
Approved recorded webinars will have a course number valid for the current calendar year (ending Dec 31).
Approved recorded webinars cannot be renewed, may only be submitted as new for each one-time event.