

WORKSHOP APPLICATION CHECKLIST

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

1. Workshop Name:

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

2. Workshop Description & Objectives:

- 100-150 Words describing the workshop
- 3 Measurable learning objectives

3. Workshop Hourly Outline & Course Length:

- Provide the workshop schedule broken down hourly listing topics covered and when breaks are held
CEC value is determined by number of contact hours (**not including**: breaks/lunches, assessment time) *
Hourly timeline can be typed into text box, or uploaded

* File type can be the following extensions only: .pdf, .docx, .doc, .xlsx, .xls, .ppt, .pptx

* 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)

Hourly Schedule Example:

7:30 a.m. – 8:00 a.m.	Arrival Check-in *	30 minutes *
8:00 a.m. – 8:15 a.m.	Course Introduction	15 minutes
8:15 a.m. – 9:00 a.m.	Module 1: Description of module within scope of practice	45 minutes
9:00 a.m. – 10:00 a.m.	Module 2: Description of module within scope of practice	60 minutes
10:00 a.m. – 10:30 a.m.	Break *	30 minutes *
10:30 a.m. – 11:30 a.m.	Module 3: Description of module within scope of practice	60 minutes
11:30 a.m. – 12:30 p.m.	Application of Modules 1-3	60 minutes
12:30 p.m. – 01:00 p.m.	Assessment and Certificates *	30 minutes *
Total time excludes breaks and assessment time		4 hrs (0.4 CECs)

4. Course Document Upload:

- Upload the Presentation being used to teach the content (e.g. manual, PowerPoint, handouts)

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5. Instructor Resume Upload:

- Upload resume for each instructor showing relevant credential.
If there are multiple instructors, combine each 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 Workshop Application Fee are non-refundable and cover the review process.
Workshop Applications review process takes approximately 30 days.
If the application is deemed incomplete, the application may be denied, or review window extended.
Workshop Applications offer an expedited review time for an additional fee.
Approved workshops will have a course number valid for the current calendar year (ending Dec 31).
Approved workshops can be renewed at the end of the active year if they remain the same.
Approved workshops that undergo changes must be submitted as NEW (not renewed) for next year.