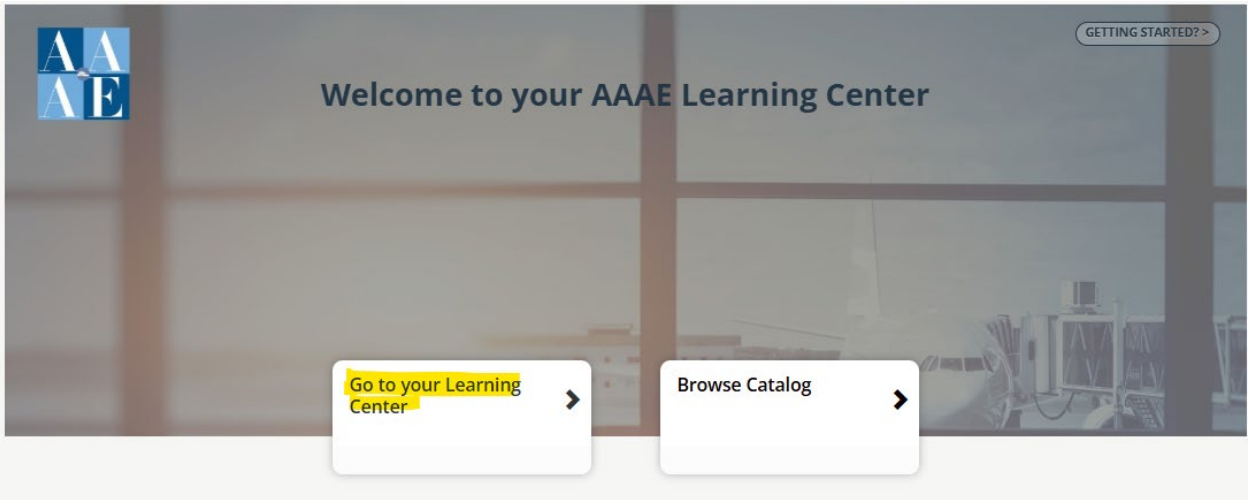
CEU Guide for AAAE Accredited Airport Executives

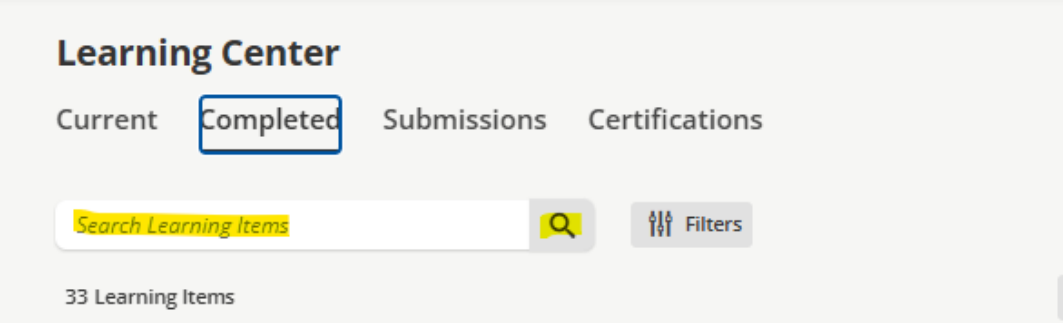
Accredited Airport Executives® (A.A.E.s) must earn 55 credits in a three-year cycle, continually, as long as they remain active AAAE executive members, and as long as they wish to retain their active A.A.E.® status (with voting privileges). All activities must follow the guidelines of the CEU program. For more information on CEU requirements and activities visit www.aaae.org/ceu.

To enter and track your CEU credits log into the certification management platform at https://aaae.topclasslms.com/ with your AAAE credentials. We use Single Sign On, so you will be redirected to AAAE.org to sign in with your AAAE username and password and then redirected back. As always, AAAE national activities will be entered for you.

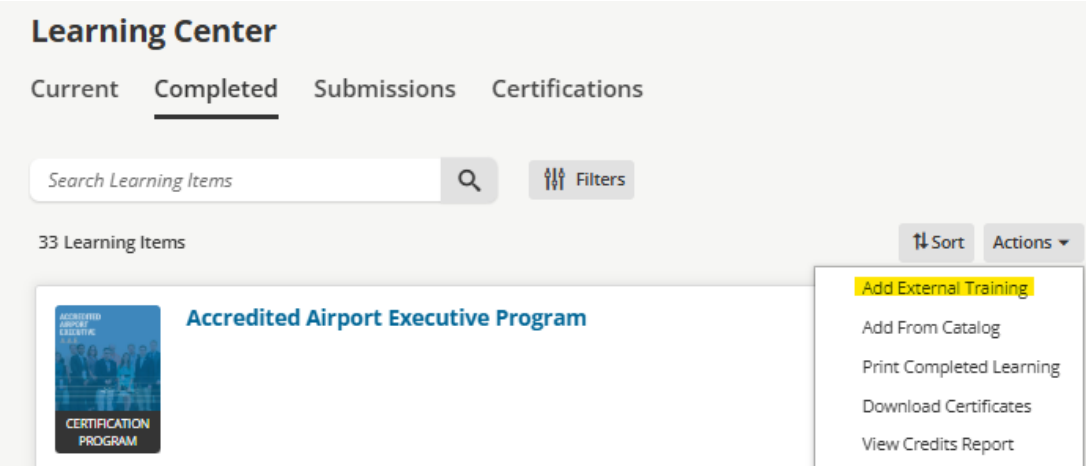
Go to your Learning Center.



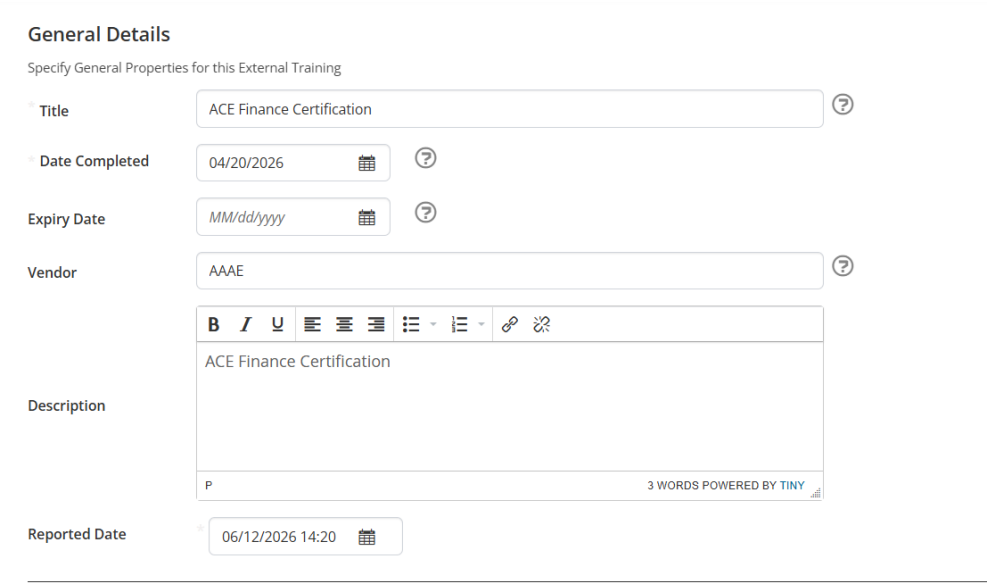
Click on “Completed” to view and search your completed activities.



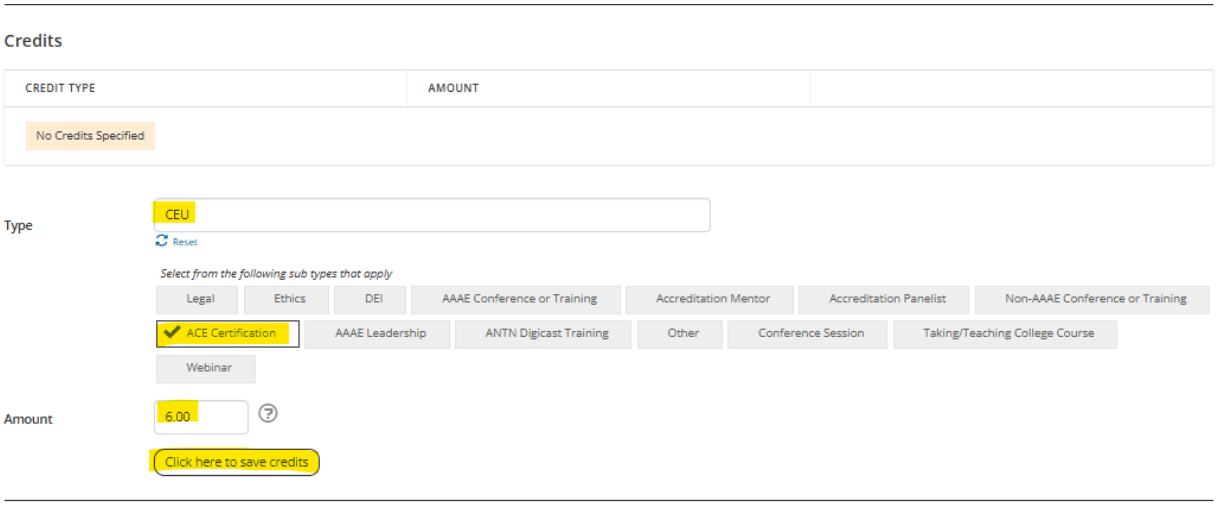
To add CEUs, click on Actions/Add External Training.



Fill in the details of your activity – Title, Date Completed, Vendor, Description, Reported Date. Leave Expiry Date blank.



Select credit type – “CEU” and the proper subtype. Enter the number of credits in the box. Click Add Credit.



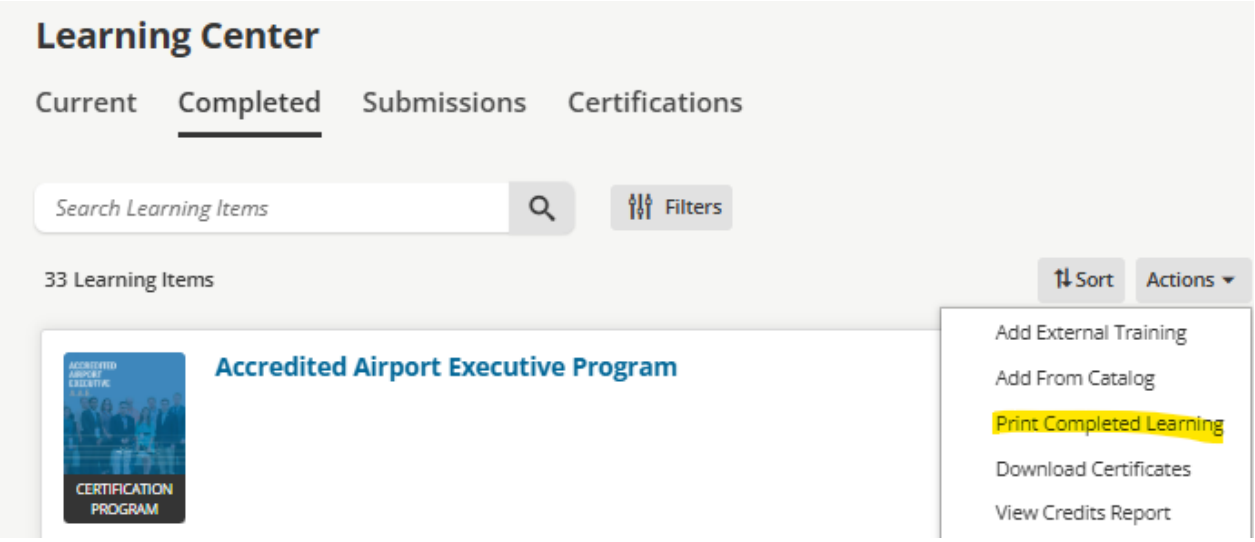
Upload documentation, if available (agenda, registration, Digicast log, etc). Click Create to Submit.

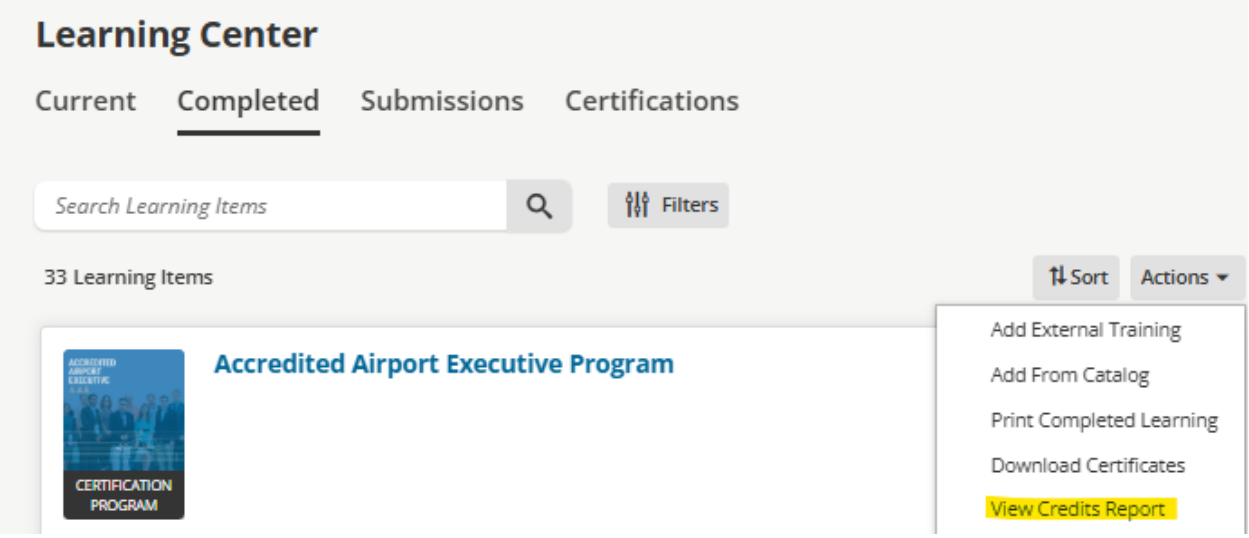


To enter another activity, you will need to back to the Learning Center, click “Actions” and repeat the steps.

If you did not reach the credit requirement in your previous cycle, credits should be entered in that cycle until you reach the required amount. To have credits achieved after that cycle date expires, enter the activity date and reported date so that they are within the dates of the previous cycle, even if achieved after. You can note the actual activity date in the description.

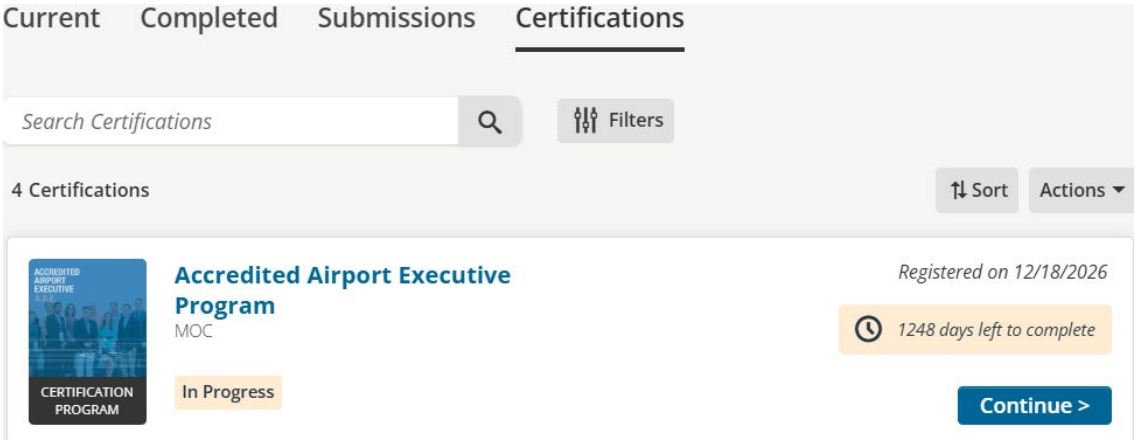
To print a credit report or to view credits that have been submitted, go back to the Completed tab in the Learning Center and click Actions then select the option to Print Completed Learning or View Credits Report.



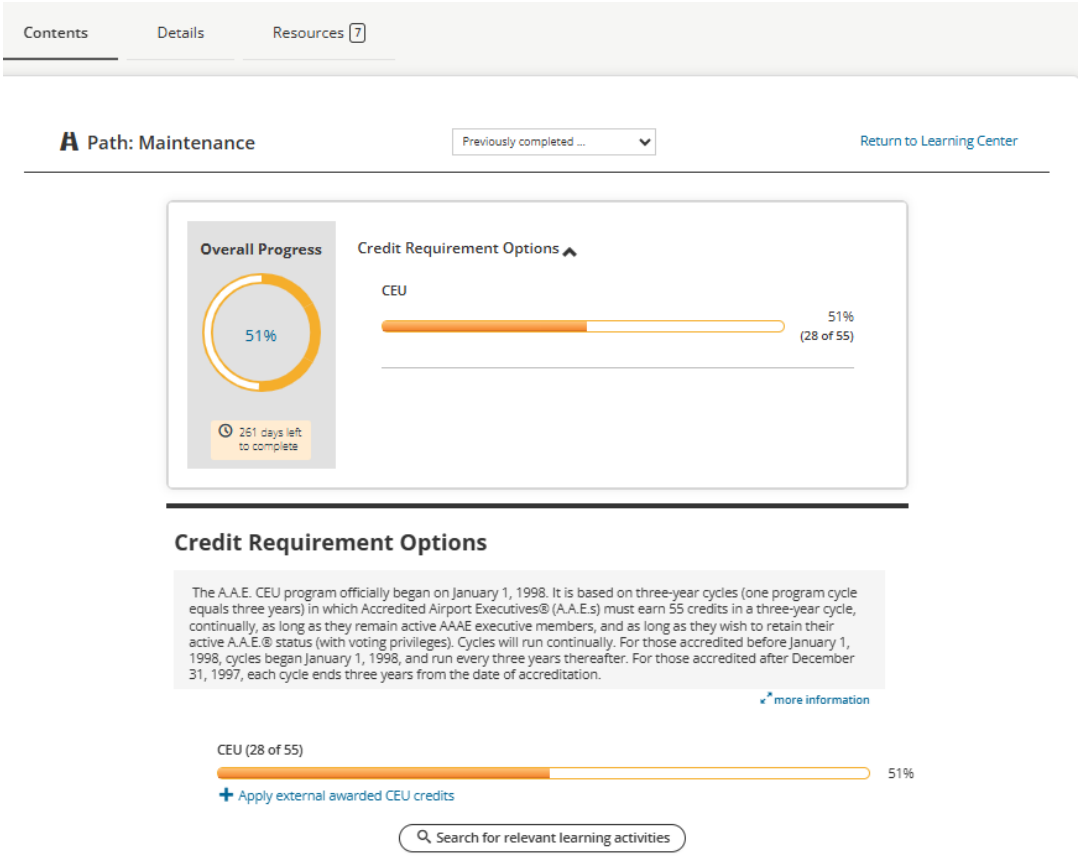


To view your progress in the current or previous maintenance cycle go to your Learning Center. Click on Certifications.

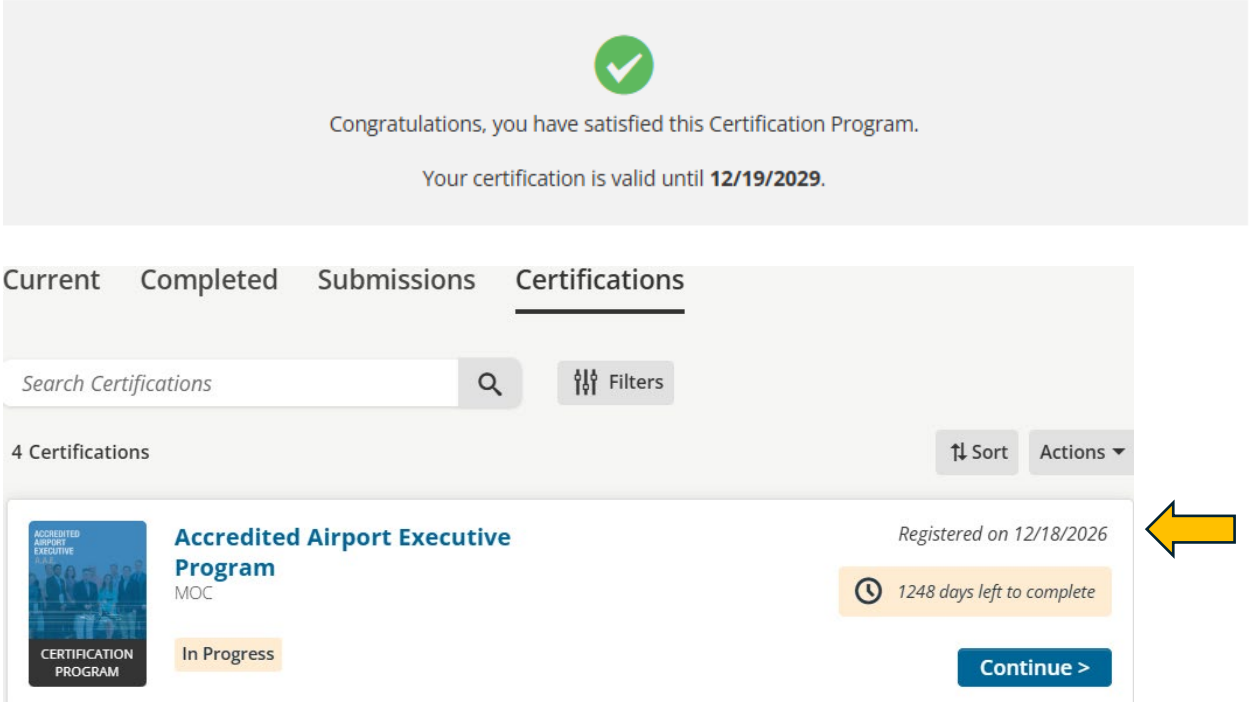
Find your most recent offering of the Accredited Airport Executive Program listing and click Continue.



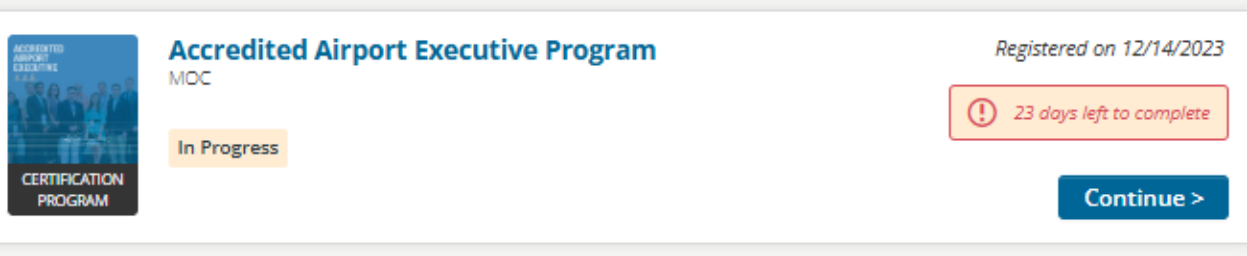
You will see your progress in the current cycle. You can view previous cycles in the dropdown menu.

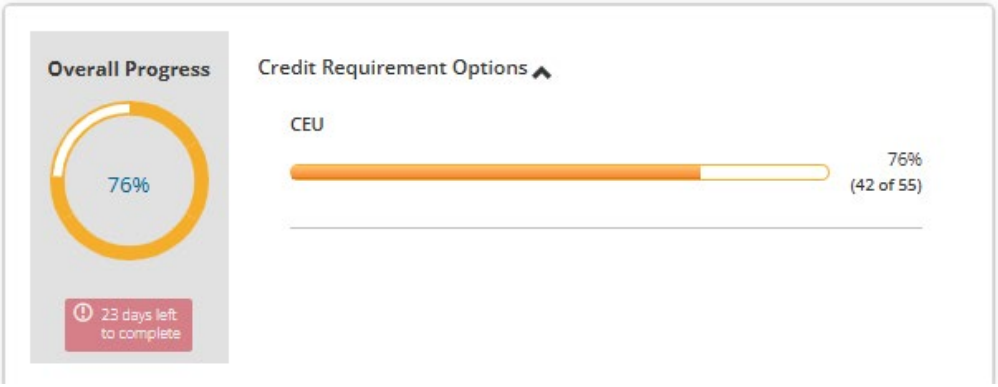


If you have earned the required credits in a cycle, you will see a message stating you have satisfied the certification program and the date that your next cycle ends ("your certification is valid until…"). You will not be able to enter any additional credits in that cycle and cannot enter credits for your next cycle until the start date, which is the "Registered On" date in the latest accreditation program banner under Certifications.

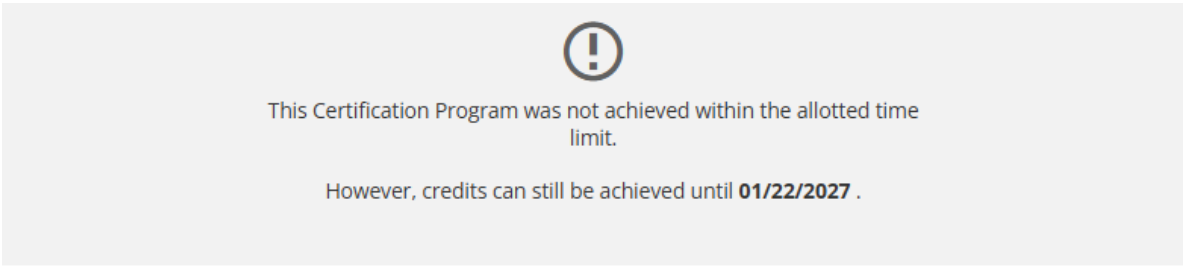


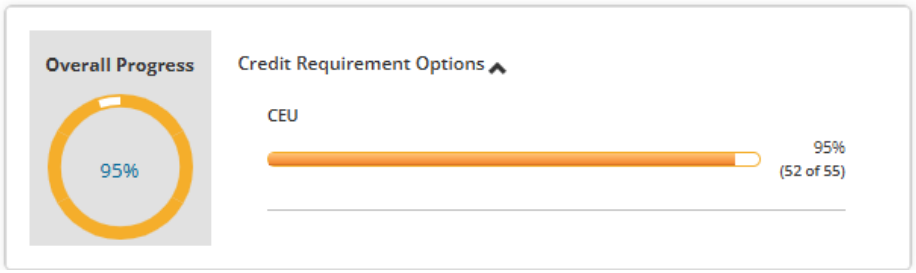
If you have credits outstanding and are close to your cycle end date, you will see various warnings alerting you to the approaching expiration.



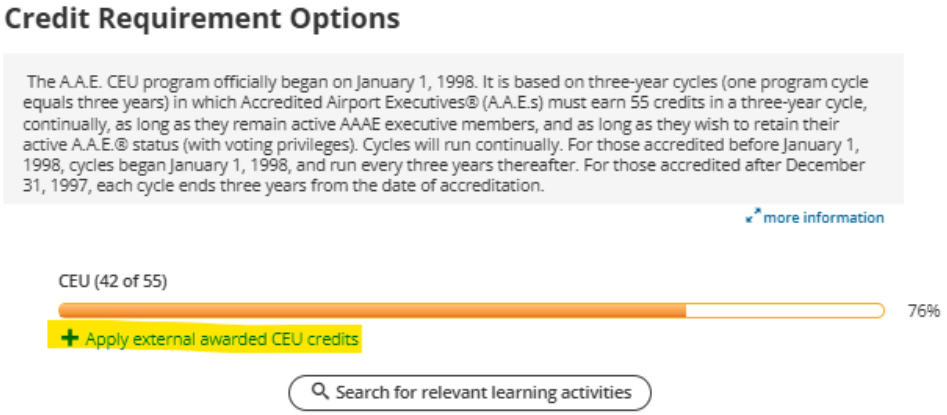


Once you approach your 90-day grace period, you will see the following message in your maintenance path:





You can also navigate to the CEU entry page from the bottom of the progress screen if your cycle is not expired by clicking “Apply external awarded CEU credits”. You can search for activities available within the platform to fulfill credits at the bottom of the screen.



CEU Eligible Activities and Credit Quantities

A wide variety of activities qualify for CEU credits:

- **A.A.E. Candidate Mentorship** - Members will receive 12 credits for each candidate they officially mentor through the final interview process. Learn more about becoming a mentor.
- **A.A.E. Candidate Mock Interviews** - Members will receive one credit for each mock interview attended (subject to approval by the BOE).
- **AAAE Meetings and Trainings** - Executive members receive one CEU credit for each hour, and a maximum of six credits for each day that they attend business sessions at the AAAE Annual Conference or other AAAE seminars and workshops. These CEUs do not need to be self-reported. They will be applied automatically by AAAE 60-90 days following the meeting.
- **AAAE ACE Certification** - Members will receive 12 credits when achieving any AAAE ACE certification via self-study. If an ACE training is attended, members will receive the assigned number of credits for that training.
- **AAAE Webinars** - Members will receive one CEU credit for participating in any AAAE Webinar. These CEUs do not need to be self-reported. They will be applied automatically by AAAE 60-90 days following the webinar.
- **AAAE Leadership** - Members serving as chairman or vice chairman of a standing AAAE committee earn six credits per year of service. Members of the AAAE Board of Examiners earn 12 credits per year. Each panelist serving on a Final Interview panel receives one CEU for each hour of the Final Interview with a maximum of three CEU's for each Final Interview conducted. Members of the AAAE Board of Directors (including chapter presidents) receive 12 credits per year. Mentors for executive candidates receive 12 credits per candidate mentored, which will be submitted by the Board of Examiners.
- **Chapter Executive Leadership** – Members serving on the executive committee of their respective chapters will receive six credits each year of service, which will be applied at the end of the year.
- **ANTN Digicast Videos** - Members may view Digicast videos to earn CEU credits, at the rate of one CEU per hour of viewing. These credits will not be entered by AAAE and a transcript of videos viewed should accompany the entry.
- **Other Industry Meetings and Seminars** - Members will accrue CEU credits by attending instructional seminars and meetings presented by state AAAE chapters, state airport managers' associations, the Federal Aviation Administration, Airports Council International, the National Association of State Aviation Officials, or other appropriate aviation-related organizations. The rate of accrual is the same as it is for AAAE-sponsored events (above).

- **Local Management Courses -** When attending a local instructional management seminar or meeting, members will earn CEU credits at the rate of one per hour. This includes events presented by the American Management Association and American Marketing Association, computer classes, local organization seminars, and flight training.
- **On-site Airport Training** - On-site training, and other instruction provided by the local airport, is eligible for CEU credits. In lieu of registration documents, please obtain a memo from the airport director confirming that the training meets CEU standards. One hour of instructional time earns one credit.
- **College Courses** - Full semester college courses which are relevant to your profession and duties are worth 30 credits per course. Accredited members also receive 30 credits for teaching a college course.
- **Credits for Other CEU Programs** - Members may apply attendance at aviation-related meetings for other applicable CEU programs (such as CPA or PE designations) to the AAAE CEU program, in the same manner as any other seminar or conference.
- **Major Conference Presentations** - Accredited members who make a presentation at a conference requiring significant advance preparation will receive six credits. A copy of the meeting program and presentation must be retained for audit purposes.
- **ACRP Projects/Panels** – Accredited members will receive four credits for Guidebook panels and but no credits for synthesis panels. Submit the one-page project announcement, showing your participation, to AAAE for credit approval.

If you have any questions about CEUs or feel your credits are inaccurate, please contact accreditation@aaae.org.