



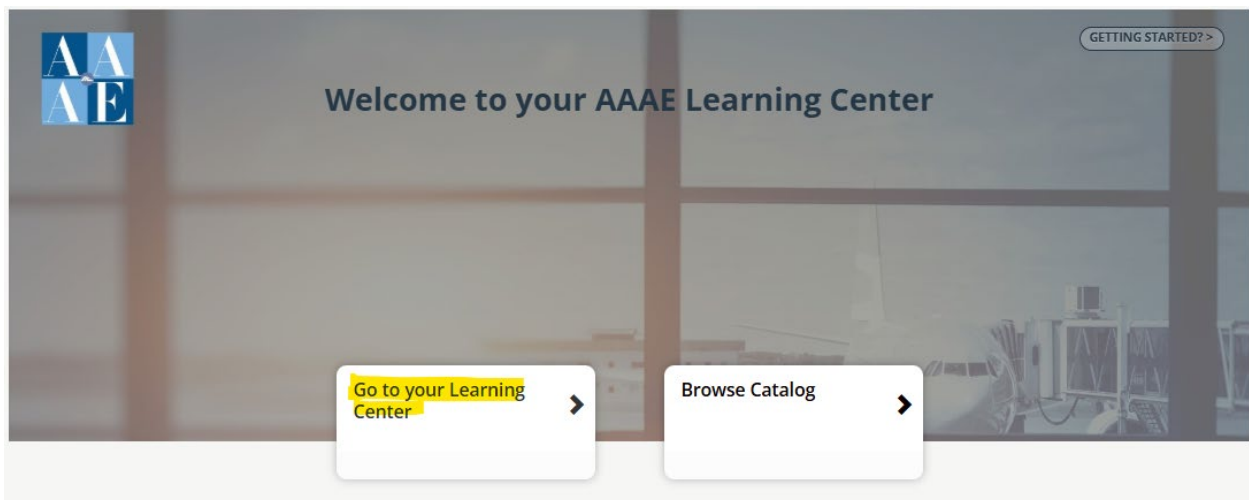
AMERICAN ASSOCIATION
OF AIRPORT EXECUTIVES

CEU Guide for AAAE Accredited Airport Executives

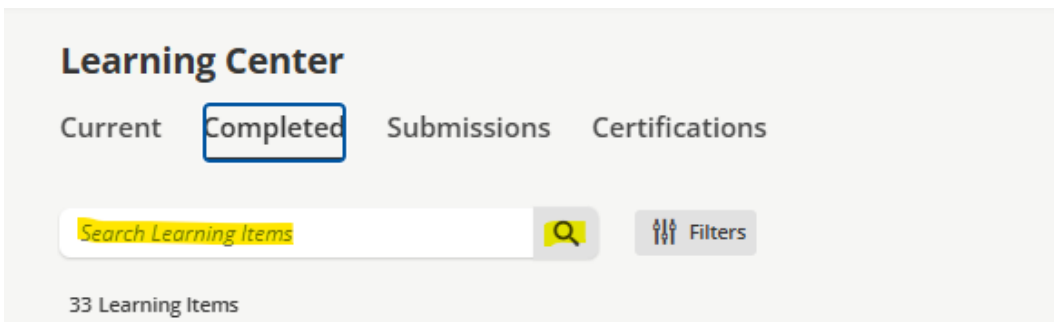
Accredited Airport Executives® (A.A.E.s) must earn 55 credits in a three-year cycle, continually, as long as they remain active AAAE executive members, and as long as they wish to retain their active A.A.E.® status (with voting privileges). All A.A.E.s are required to earn 2 credits in each of these areas - Ethics, Legal and Diversity, Equity & Inclusion (DEI) (6 credits total), in each 3-year cycle, as part of their 55 CEUs. The other 49 CEUs can be earned in any topic of the A.A.E.'s choosing but 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.

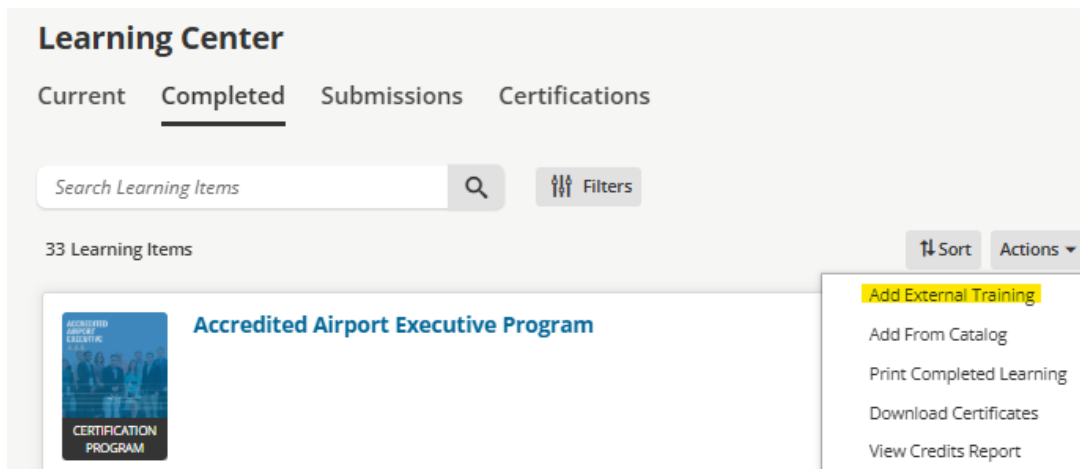
Go to your Learning Center.



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



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



The screenshot shows the 'Learning Center' interface with tabs for 'Current', 'Completed', 'Submissions', and 'Certifications'. The 'Completed' tab is active. Below the tabs is a search bar labeled 'Search Learning Items' and a 'Filters' button. A message indicates '33 Learning Items'. An 'Add External Training' dropdown menu is open, showing options: 'Add External Training' (highlighted), 'Add From Catalog', 'Print Completed Learning', 'Download Certificates', and 'View Credits Report'. The background shows a card for 'Accredited Airport Executive Program' with a thumbnail image.

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

General Details

Specify General Properties for this External Training

Title	ACE Finance Certification	?
Date Completed	04/20/2026	?
Expiry Date	MM/dd/yyyy	?
Vendor	AAAE	?
Description	B <i>I</i> <u>U</u> ACE Finance Certification P 3 WORDS POWERED BY TINY	
Reported Date	06/12/2026 14:20	

Select credit type – “CEU” and the proper subtype.

Enter the number of credits in the box. Click Add Credit.

If it's a conference or training in DEI? Legal or Ethics just select the topic as the subtype and not the delivery method;

Credits

CREDIT TYPE	AMOUNT
No Credits Specified	

Type [Reset](#)

Select from the following sub types that apply

☐ Legal
 ☐ Ethics
 ☐ DEI
 ☐ AAAE Conference or Training
 ☐ Accreditation Mentor
 ☐ Accreditation Panelist
 ☐ Non-AAAE Conference or Training
 ☒ ACE Certification
 ☐ AAAE Leadership
 ☐ ANTN DigiCast Training
 ☐ Other
 ☐ Conference Session
 ☐ Taking/Teaching College Course
 ☐ Webinar

Amount [?](#)

[Add Credit](#)

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

Attachments

Attachments 0

☐ ATTACHMENT

None

[Select File...](#)

Create

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.

Learning Center

[Current](#)
[Completed](#)
[Submissions](#)
[Certifications](#)

[Filters](#)

33 Learning Items



Accredited Airport Executive Program

[Sort](#)
[Actions](#)

[Add External Training](#)
[Add From Catalog](#)
[Print Completed Learning](#)
[Download Certificates](#)
[View Credits Report](#)

Learning Center

Current Completed Submissions Certifications

Search Learning Items



Filters

33 Learning Items

Sort

Actions



Accredited Airport Executive Program

- Add External Training
- Add From Catalog
- Print Completed Learning
- Download Certificates
- 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 and click Continue.

Current Completed Submissions Certifications

Search Certifications



Filters

4 Certifications

Sort

Actions



Accredited Airport Executive Program

MOC

In Progress

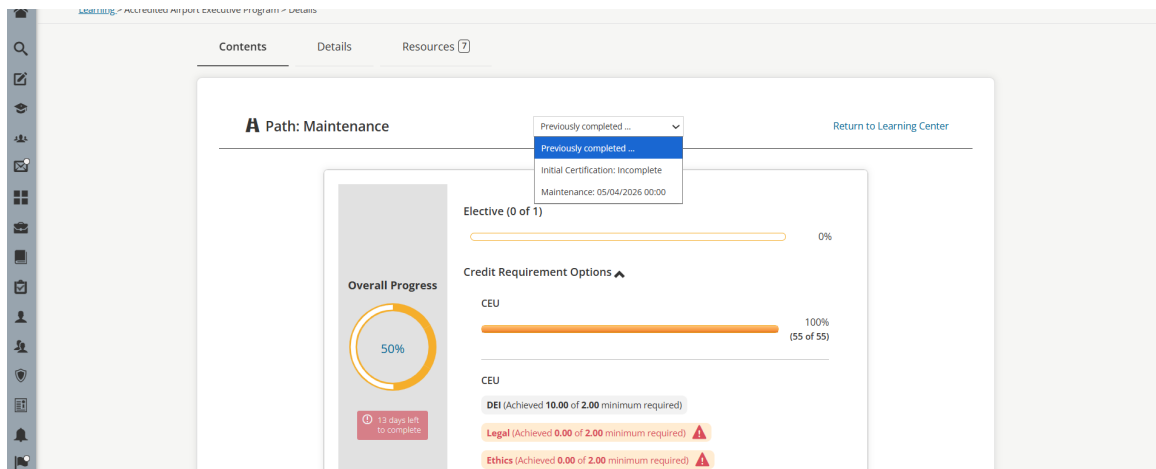
Registered on 12/18/2026



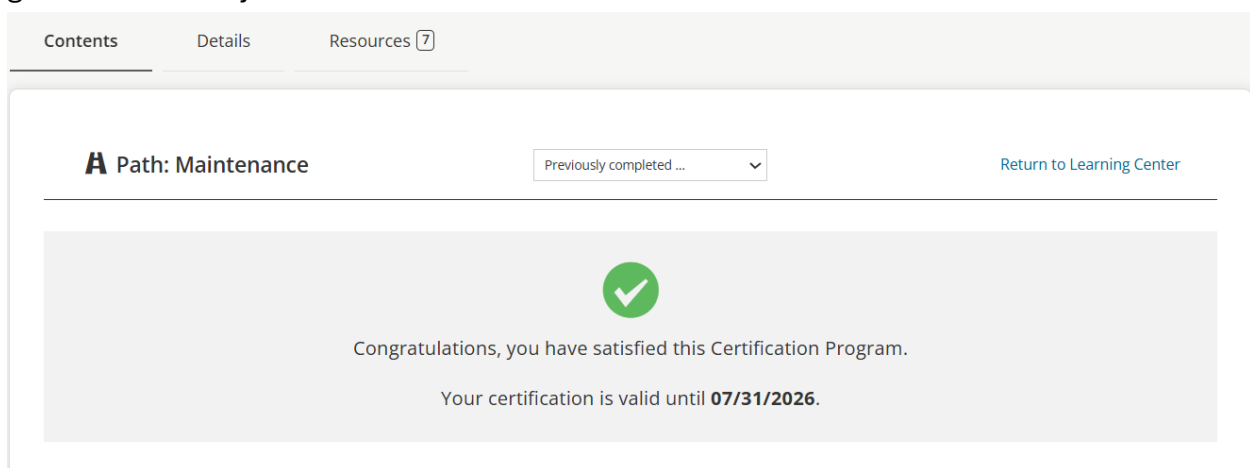
1248 days left to complete

Continue >

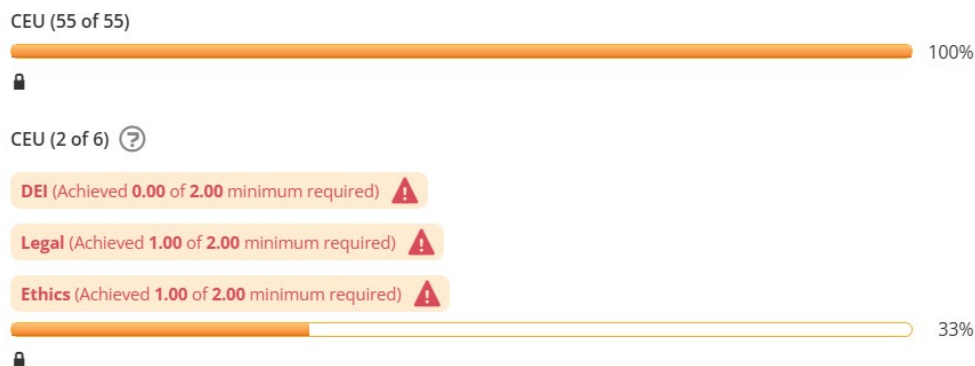
At the top (and bottom) you will see your progress in the current cycle. You can view previous cycles in the dropdown menu.



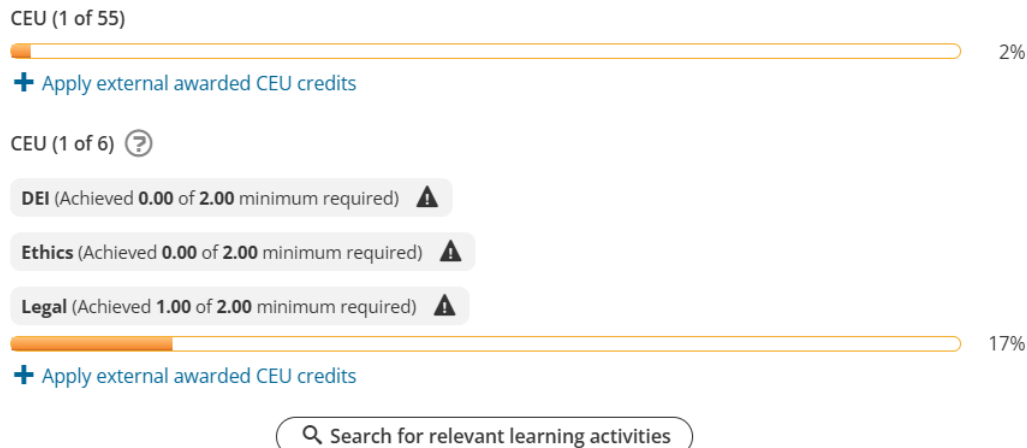
If you have earned the required credits in a cycle, you will see a message stating you have satisfied the certification program and the date that your current cycle ends. Any credits entered before that date will go into that same cycle. Credits achieved after that date will go into the next cycle.



If you have credits outstanding and are close to your cycle end date, you will see warning symbols by those requirements.



You can also get 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.](#)
- **AAAE Meetings and Seminars** - 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.
- **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).
- **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.

- **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.
- **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.
- **ANTN Tapes** - Members may view Airport News and Training Network (ANTN) program tapes to earn CEU credits, at the rate of one CEU per hour of viewing.
- **ACRP Projects/Panels** - Credit quantity depends on level of participation. Contact AAAE for more information.

If you have any questions about CEUs, please contact accreditation@aaae.org.