Certified Electronic Reporter (CER®)/Certified Electronic Transcriber (CET®) AAERT Recertification Application 3.0

Certified Electronic Reporters and Certified Electronic Transcribers demonstrate not only your support of the CER® and CET® designation, but it also shows your personal commitment to the industry. Recertification demonstrates your continued dedication to stay current with the ever-changing technology and reflects your commitment to professional conduct and ethics. To retain the CER® and / or CET® designation, the American Association of Electronic Reporters and Transcribers requires all designees to recertify every 3 years by accumulating 3.0 CEU credits through education, performance and service to the industry.

CER / CET Recertification Policies and Procedures

- o Completed recertification applications must be received by the due date of the AAERT member's expiration of the third year of the CER / CET anniversary date and accompanied by the $100 recertification fee. It is the responsibility of the member to know their own recertification date. It can be found on the certificate you received from AAERT upon passing your certification exam, and also in your profile.

- o Recertification applications must be legible and complete, or they will be returned.

- o Designees who fail to recertify by the anniversary date deadline lose their designation and are removed from the CER / CET directory, and must cease all usage of the CER / CET designation.

- o Expired CERs / CETs must re-apply and pass the complete current online exam in order to regain legal use of the CER / CET designation. All CERs / CETs who are approved for recertification will receive written notification and a new certificate and number. AAERT will consider making exceptions to the policies in place for recertification for CERs / CETs who have been unable to recertify due to one or more of the following acceptable reasons:
    - ✔ Serious illness of self or an immediate family member
    - ✔ Short and / or long term disability
    - ✔ Job loss
    - ✔ Family leave
    - ✔ Military duty

CER / CET Emeritus Status

- o CERs / CETs reaching retirement age may apply to receive Emeritus Status. Emeritus Status will allow you to maintain a CER and / or a CET designation without reapplying for future recertification. To qualify, you must be at least 59 years of age, must have held an active CER and / or CET designation **and** have been a member in good standing for at least a continuous 6-year period.

- o The member must submit an essay (200 - 400 words) describing how your certification designation has helped you in your professional life and why you believe it's important to maintain the designation(s).

- o To apply for an Emeritus Status, you must complete the Recertification Application and mark off Applying for Emeritus Status. Send your completed application, along with payment of $150, your completed essay, and a copy of your driver's license or government issued ID card to AAERT.

American Association of Electronic Reporters and Transcribers, Inc.

- o Upon approval of your Emeritus Status, a new CER and / or CET certificate will be issued with no assigned expiration date.
- o To maintain Emeritus Status once approved, you must remain a member of AAERT in good standing.

CER / CET Recertification Application Instructions

1. You must have accumulated a minimum of 3.0 CEU credits required before the recertification application may be submitted.
2. All credits must have been accumulated within the past three years.
3. All information on this form must be completed, along with all attachments / verifications of the CEUs earned.
4. Materials submitted for CEU credit verification cannot be returned, so do not send originals.

Return the completed application with attachments either by mail or email to:

AAERT
Attn: Recertification
136 Everett Road
Albany, 12205
Email: aaert@aaert.org

Personal Information

Name:

_____

Address:

_____

City: _____   State: _____   Zip: _____

Home Phone: _____   Business Phone: _____

AAERT Member# _____   CER / CET#: _____

Continuing Education Activity: (check all that apply to your submissions)

◯ AAERT Annual Conference Attendance - .10 per each hour, per educational session

◯ College Courses, Grade "C" or above, restrictions apply - 1.0 CEU *(Online college courses will be considered a college course if the online course would hold the same value of college credits as if you were attending the course in person at the college.)*

◯ Correspondence Courses and AAERT Approved Company Training classes - .10 per each hour, per educational session

◯ AAERT One Day Executive Forum Attendance (Corporate Members Only) - .10 per each hour, per

educational session

○ Speak or Present at an AAERT or Industry Meeting - .25 CEU

○ Writing an Article for AAERT (For use in *Sound Bytes* or for social media.) - .25 CEU

○ Actively holding an AAERT Committee position - .25 CEU, per year
○ Approved Industry Conferences (NCRA, NVRA) - .10 per each hour, per approved educational session

○ Adult Education Classes, not taken for college credit - .10 CEU

○ CPR and First Aid Courses - .10 CEU

○ Applying for Emeritus Status (You must meet all guidelines on Page 1.)

Recertification Fees:

Recertification Due by Membership Expiration Date in your 3rd year $100

Emeritus Status Due by Membership Expiration Date in your 3rd year $150 one-time fee
(To qualify, you must be at least 59 years of age, must have held an active CER and / or CET designation
and have been a member in good standing for at least a continuous 6-year period.)

Payment Information:

If paying by check, please make check payable to AAERT.
Mail to: AAERT
Attn: Recertification
136 Everett Road
Albany, NY 12205

Paying by Credit Card? Select credit card type:

○ VISA ○ MasterCard ○ AMERICAN EXPRESS ○ DISCOVER

Name on Card: _____ Amount Charged: $_____

Account Number:
_____

Expiration Date: _____ Security Code: _____

Credit Card Billing Address:
_____

Signature:
_____