

CE (Continuing Education) requirements

CE is the systematic maintenance, improvement and broadening of knowledge and skill and development of personal qualities necessary for excellence of practice within the field of aromatherapy. Therapists are encouraged to maximize their potential for life-time employability, by maintaining high levels of professional competence by continually upgrading their skills and knowledge.

The professional associations commitment for the completion of CE by all its members reinforces its professional standards similar to other professions, helping to ensure that their members are both expertly trained and act in a professional manner at all times.

Current Continuing Education (CE) requirements:

Advanced Practitioner – 20 CE per year (verifiable documentation required at renewal)

Professional Member – 12 CEs per year (no documentation other than online renewal application*)

Associate Member – No CE requirement

Business Member – No CE requirement

* Please note that while the verifiable documents are required at time of renewal, the AIA does conduct random dip sampling (10% of Professional Members). If selected, you will be required to provide verifiable documentation of your continuing education (CEs).

CE Categories and credit structure:

CATEGORY A Formal aromatherapy-based learning/professional development	HOURS
Attend a real time or on-line AIA or other aromatherapy conference, lecture, workshop or seminar, teleseminar, State/Regional Meeting	1 CE per hour
Attend a study tour (distillation in lavender fields, for example)	1 CE per study hour
Attend a Practitioner’s Discussion Group involving: a) leader/ guest speaker b) time spent discussing aromatherapy-based research c) time spent discussing in-depth issues around aromatherapy practice (Minimum 3 people in a group setting. Must be signed off by group leader and a copy of notes must accompany request for renewal)	1 CE per hour

<p>Give a presentation at an AIA/other organization's event (workshop, members' meeting, webinar or conference) on a professional education topic relevant to aromatherapy*.</p> <p>*For the first time you are presenting it.</p> <p>Presenting a revised presentation. *Thereafter it is 1 CE per hour for presentation only, not prep.</p> <p>Example: Giving a 5 hr presentation earns 10 CEs.</p> <p>Revising the same 5 hr presentation to present again earns 1 CE per hr of the presentation only earns 5 CEs.</p>	<p>2 CE for each hour of the presentation & preparation time</p> <p>(max. 10 CEs for preparation & presentation).</p> <p>1 CE per hr presentation</p>
<p>Take a course (real time or on-line) on aromatherapy, advanced aromatherapy, massage, anatomy & physiology or health-related care provided it includes aromatherapy (must have outcomes that are assessed formally)</p>	<p>1 CE per hour</p>
<p>Read and reflect upon aromatherapy-based articles found in a journal or industry magazine (Submit 100-word summary for each of 3 articles)</p>	<p>1 CE for 3 articles Maximum 3 CEs</p>
<p>Read an aromatherapy book or professional development book or watch a DVD or video. Submit 200-word summary for each book, DVD or video and detail 3 new points that you learned from the material. (should be of a standard appropriate to your level)</p>	<p>2 CE per book/video; maximum 4 CEs</p>
<p>Author (or co-author) a published aromatherapy article in a journal, magazine, a chapter in an edited book; a published research paper, a book review for an aromatherapy journal or magazine, an aromatherapy-based clinical/case study, or a book.</p>	<p>3 CEs per 750-word report; Authoring will be assessed on a case to case basis</p>
<p>Listen to an aromatherapy pre-recorded podcast/webinar/etc. Submit summary for each podcast, and detail 3 new points that you learned from the material. (should be of a standard appropriate to your level)</p>	<p>1 CE per hour</p>
<p>Complete a case study series (this should involve at least 3 treatments). It should be written up using the AIA case study format</p>	<p>5 CE points</p>

Conduct or be part of an aromatherapy research project. Submitted an outline for consideration of CE points award	TBA
Complete the ARC exam successfully	3 CEs
CATEGORY B Other accepted professional development	HOURS
Attend a (real time or on-line) non-aromatherapy course, workshop or seminar related to aromatherapy business or clinical work	1 CE per hour
Other aromatherapy-focused activities submitted for consideration. <i>Please include a complete description of the CE program and number of hours.</i>	1 CE per hour
Complete a First Aid Course / CPR / AED	3 CEs
CATEGORY C Other experienced based development	
Volunteer/Community work as an aromatherapy practitioner. (Please provide verification of hours)	1 CE per hour
Serve on AIA Board, AIA Representative or AIA committee; serve in similar capacity for other aromatherapy, holistic or health organization (must be active)	1 CE per 6 months Max. 2 per year
Participate in the ARC exam review committee	2 CEs per day
Mentoring, supervising or buddying another aromatherapist	1 CE per hour Maximum 4 per year

Notes:

Advanced Practice Members:

- A minimum of 20 CE hours are required each year for Advanced Practice members.
- 10 hours of CEs originating from Category A, the rest may come from categories A, B or C.
- At the end of each membership year any additional learning from Category A may be carried forward to the following years, with a maximum of 10 CEs carried forward.
- CEs must be accrued over a one-year period from (anniversary) date of membership and the CE application form must be submitted with your membership renewal
- Submit verifiable proof to support each request for CEs.

Professional Members

- A minimum of 12 CE hours of are required each year for Professional members.
- 6 hours of CEs originating from Category A, the rest may come from categories A, B or C.
- At the end of each membership year any additional learning from Category A maximum of 6 CEs may be carried forward to the following year.
- CEs must be accrued over a one-year period from (anniversary) date of membership

and the CE application form must be submitted with your membership renewal.

- Submit verifiable proof to support each request for CEs.

Recording & Submitting CE

The onus for collating, recording and reporting CEs is placed on the individual member. Every member is encouraged to keep an up-to-date portfolio of their qualifications, courses, self-directed learning and professional development. At the time of renewal each member will be required to verify they have completed the minimum number of CE points.

Checking / Dip Sampling CE

The AIA may use a dip sampling procedure to ensure that members are completing the CEs. We will sample at least 10% of the renewing Professional & Advanced Practice members each month.

Failure to meet the CE criteria will result in dropping to the next lower membership class. No refund of membership fees.

The Review Committee will monitor and review the dip sampling process.