



## IAAE Canada – Continuing Education Unit Program for AAE’s and AAP’s

The Accredited Airport Executive - AAE and Accredited Airport Professional – AAP designations are a distinction of an individual's breadth, knowledge, and ability in the Canadian Aviation Industry. It is also recognized internationally as a standard of excellence.

IAAE Canada introduced the Accredited CEU program in 2019 to help our AAE's and AAP's improve their skills and to stay current with new technology, laws, and regulations that apply to our industry.

The Continuing Education Unit program is based on a three-year cycle. Cycles will run continually. During each cycle, each AAE and AAP is required to obtain 36 units (12 per year) to maintain their designation. All AAE's and AAP's will be required to complete the following Unit Tracker by **December 31, 2024**.

CEU Activity for:			
Activity	Details	Date/Location	Points Earned
<b>IAAE Canada Annual FOAM Conference - 2 points per day to a max of 6 points over the course of the conference</b>			
<b>Attendance at an Industry Recognized Conference - 1 point per day to a max of 3 points over the course of the conference</b> (CAC, ACI, SWIFT, IAAE Canada, IAAE Conf/Mtg, Regional/Provincial Aviation Association, etc)			
<b>Local Management Courses - 2 points per course</b> (list aviation related management course name and educational institution)			
<b>On-site Airport Training - 2 points per course</b> (Hands on, onsite training, and other aviation instruction provided at an airport)			
<b>College Courses -- 18 points per completion</b> (Full semester college courses relevant to your profession and duties)			
<b>Credits for Other CEU Programs - 1 point per day to a max of 3 points over the course of the conference/meeting</b> (Attendance at aviation-related meetings for other applicable CEU programs, this includes aviation management related online courses)			

<b>Major Conference Presentations and Publications - 4 points per presentation - 4 points per article</b> (a presentation at an industry recognized conference or published article in an approved media)			
<b>IAAE Canada Participation - 5 points for Chair/Vice-Chair of Board/Committee - 4 points per year on board/committee - 1 point per attendance at board/committee call - 8 points per mentored candidate - 2 points per interview participation, 2 points per hour to a max of 8 points for delivery of an IAAE Canada Training Course.</b> (board/committee participation, mentoring, accreditation interviews, assessments, etc)			
<b>Other Aviation Organization Participation - 4 points for executive board member - (President/Chair, Vice, Treasurer) of an organization or committee (for every year served) - 3 points for board/committee member (for every year served) - 2 points per day at, in person board/committee meetings (max 4 points) - 1 point per attendance at board/committee call</b> (board/committee participation in another international, national or regional aviation organization) (ACI, CAC, RCAC, AMCO, RQA, BCAC, MAC, IAAE etc.)			
<b>Total Points Earned</b>			

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**Who is responsible for keeping track of my CEUs?** You are responsible for notifying the IAAE Canada office of any points you attain within each three-year cycle.

**I have accumulated more than 36 CEUs during my current three-year cycle. Can I roll those over into the next cycle?** No. Your CEU totals are reset to zero at the beginning of each three-year cycle

**What happens if I fail to accumulate 36 CEUs during a three-year cycle?** Your individual circumstances will be reviewed by the Board of Examiners, who will then determine next steps.

If you have any questions, please contact Michelle at [michelle@iaaecanada.org](mailto:michelle@iaaecanada.org).