



# AASECT Continuing Education Single Event Application

## Part 1 – Event Information

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Application Date \_\_\_\_\_

Title of Event \_\_\_\_\_

AASECT Certified Member planning event \_\_\_\_\_

Email \_\_\_\_\_

Event Coordinator/Contact \_\_\_\_\_

Address, Email, Phone \_\_\_\_\_

Event Website URL \_\_\_\_\_

Event Type (Choose one):

Live in-person

Synchronous (Participants view at same time/different place)

Asynchronous (Participants view at different times/different place)

Other (Describe) \_\_\_\_\_

Event Date(s) \_\_\_\_\_

Number of CE credit hours requested \_\_\_\_\_

Location of Event (City/State/Country) \_\_\_\_\_

Presenter(s):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Part 2 - Training Details

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Please attach the following, described below:

1. A summary description of the event
2. Detailed outline of the event with topics covered, time schedule, and methods of instruction. Breaks and meal breaks must be included in the outline but do not count toward CE credits.
3. Learning Objectives including AASECT categories (see below for instructions/guides)
4. References and Resources used
5. Number of CE credits requested (one per hour of instruction)
6. CVs or resumes of all presenters. Please attach.
7. Please attach evaluation form(s), which includes a question for rating each learning objective, each presenter's content and style, and the facility. If the training is a webinar, attach post-test.
8. Please attach a copy of any promotional brochures or a link to your promotional material.

## **AASECT Categories for Events**

AASECT recognizes both Core Knowledge training, and Skills Training. **Core Knowledge** is general information about a topic. **Skills training** is how to apply knowledge about a topic to the participants' work. For more information on how to choose the categories, please see our [Understanding AASECT Categories](#) brief video.

### **Core Knowledge Areas and Training**

To indicate how the content of training meets AASECT Certification requirements for educators, counselors and therapists, indicate which of the following your training addresses. (Note: the CKAs should also be included next to each learning objective listed on the next page.) For more detailed description of the categories, please see [the AASECT website](#).

- a. Ethics and ethical behavior
- b. Developmental sexuality from a bio-psycho-social perspective across the lifespan.
- c. Socio-cultural factors (e.g. ethnicity, culture, religion, spirituality, socio-economic status, family values) in relation to sexual values and behaviors
- d. Sexual orientation and/or gender identity
- e. Intimacy skills (e.g., social, emotional, sexual) and family dynamics.
- f. Diversities in sexual expression and lifestyles, i.e. polyamory, swinging, BDSM, tantra
- g. Sexual and reproductive anatomy/physiology
- h. Health/medical factors that may influence sexuality i.e. illness, disability, mental health, safer sex
- i. Range of sexual functioning and behavior, from optimal to problematic
- j. Sexual exploitation, including sexual abuse, sexual harassment, and sexual assault
- k. Cyber sexuality and social media (sex & technology)
- l. Substance use/abuse and sexuality
- m. Pleasure enhancement skills
- n. Learning theory and its application
- o. Professional communication skills
- p. History of the discipline of sex research, theory, education, counseling, and therapy
- q. Principles of sexuality research and research methods

### **Sexuality Education (SE) Skills Training**

- a. Theory and methods of general education (including curriculum development, delivery, and evaluation).
- b. Theory and methods of sexuality education.
- c. Ethical issues in sexuality education.
- d. Approaches to sexuality education with specific populations
- e. Approaches to sexuality education delivery (e.g., small group work, one-on-one education, small groups, technological delivery, etc).

### **Sexuality Counseling (SC) Training**

- a. Theory and methods of personal/individual counseling.
- b. Theory and methods of sexuality counseling approaches to specific populations
- c. Theory and methods of different approaches to intervention in relationship systems.
- d. Theory and methods of decision-making concerning sexually-related medical interventions.
- e. Ethical issues in sexuality counseling.
- f. Theory and practice of consultation, collaboration, and referral.

### **Sex Therapy (ST) Training**

- a. Theory and methods of sex-related psychotherapy, including several different models.
- b. Techniques of sex-related assessment and diagnosis of the 'Psychosexual Disorders' described in the DSM.

- c. Theory and methods of approach to intervention in relationship systems experiencing sex and intimacy problems.
- d. Theory and methods of approach to medical intervention in the evaluation and treatment of psychosexual disorders.
- e. Principles of consultation, collaboration, and referral.
- f. Ethical decision-making and best practice.
- g. Exposure to treatment of clinical sex therapy cases through direct observation, demonstration, case review, or role-playing. eLearning cannot be applied.

### **Learning Objectives**

Please list your learning objectives on a separate, attached sheet, [in SMART goal format](#), including which Core Knowledge or Skills Training areas each objective will cover. For help on categories, please see this short video: [Understanding AASECT Categories](#).

### **References & Resources**

On the sheet with your Learning Objectives and categories, list the academic references you used to create this educational experience. AASECT prefers approximately one reference per hour of training. (Personal experience can be an acceptable reference for guest speakers or panelists in some cases).

### **Liability Release**

By signing this application, I accept the following conditions: I will:

- a. Abide by AASECT policies, procedures and position statements.
- b. Carry out marketing, promotion, and educational instruction in a professional way, consistent with the ethical/professional standards of AASECT. All marketing materials will contain one of the following statements as applicable:
  - Approval Pending
  - Application for CE credits from AASECT has been submitted.
  - Program Approved
- c. Use the following language once approved: "This program meets the requirements of the American Association of Sexuality Educators, Counselors and Therapists (AASECT) and is approved for \_\_\_ CE credits. These CE credits may be applied toward AASECT Certification and renewal of Certification."
- d. Disclose to AASECT and course participants any relevant interest in companies or products discussed in my presentations.
- e. Abide by the [policy for live demonstrations](#).
- f. Accept that AASECT does not assume in any way, financial, legal or any other liability for programs conducted by me, my staff or organization.
- g. Accept that I/we are required to keep the following on file for at least seven years:
  - a. List of the names and addresses of all attendees
  - b. List of those participants who requested AASECT CE credits
  - c. Completed course objective evaluations, identified by attendee
  - d. Completed participant satisfaction evaluation, identified by attendee

### **Grievance Procedure**

Please attach a copy of your grievance procedure. Include the steps taken if a participant submits a grievance. [Click here for a sample grievance procedure](#).

## **Application Process**

**Email** event application and supporting documents as one PDF document to [ce@aasect.org](mailto:ce@aasect.org)

**Pay Online:** Once your application is submitted, your invoice and instructions for paying online will be sent via email.

### **Fees:**

No additional fee for an event delivered by an AASECT Approved CE Provider.

\$100 for a single event offering fewer than nine CE credits (non-reimbursable).

\$200 for a single event offering nine or more CE credits (non-reimbursable).

### **Review Process**

If this application is complete, it will be reviewed upon receipt. If it is not complete, the AASECT Office and/or the Chair of the CE Committee will contact applicant to request more information. Expect at least 2 weeks for review.

Upon approval of application, applicant will be sent a personalized template of a Certificate of CE credits and an AASECT web posting form. If applicant wishes to have the event posted on AASECT's website, complete and return this form to [ce@aasect.org](mailto:ce@aasect.org).

## **Final Application Checklist**

By checking the boxes below, along with this application, the CE review committee will find:

A summary description of the event

Detailed outline of the event with topics covered, time schedule, and methods of instruction. (Breaks and meal breaks must be included in the outline but do not count toward CE credits).

Learning Objectives including AASECT categories

References and Resources used

Number of CE credits requested (one per hour of instruction)

CVs or resumes of all presenters.

Evaluation Form(s), which includes a question for rating each learning objective, each presenter's content and style, and the facility. If the training is a webinar, attach post-test.

Copies of any promotional brochures or a link to your promotional material.

By signing below, I certify that the above information is correct, I accept the terms outlined above and agree to abide by AASECT standards as listed in the [AASECT Code of Ethics](#).

Printed Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_