



Application for Prior CEU Approval—Business Page

Mark all that apply and those that are indicated by '*' are required fields:

- New Vendor
- Existing Vendor
- Renewal Application

*Select the type of application you are applying under:

- Regular—Application with payment. See application fee schedule below.
- In-service—Fee free application for employee-employee training. Monies not to be exchanged on any level of participation.
- Instructor—Fee free application for face-to-face teaching for the "instructor only" at a post secondary school CEUs awarded are for the instructor only.
- Marketing Contract
- PMCC—Current license **owned** by the sponsoring organization

1. *First event date: _____ *Number of CEUs requested: _____

Company Tax ID# _____ For Profit Non Profit

*Sponsoring organization: _____

*Website: _____ *Email: _____

*Address: _____

*City: _____ State: _____ Zip code: _____

*Work phone: _____ Fax: _____

2. Contact person at your organization for this program/product:

*Name and title: _____

*Work phone: _____ Fax: _____ *Email: _____

NOTE: Person's name listed as the contact will appear on AAPC's web page and could be contacted by AAPC representatives.

3. *An approved title cannot be changed: Title of program/product as it will appear in all marketing materials: _____

4. *Presenter/Instructor name and title including credentials: _____

Presenters without a credential, (eg, CPC®, CPG-H®, CPG-P®, RN, MD, CCS-P, JD) or professional license relevant to the subject matter must provide a resume for consideration of CEUs. Credentials with an apprentice status will not be approved as a presenter/instructor.

Vendor Registration Fee (VRF)

If you are submitting a regular application and your company is a For Profit company, a Vendor Registration Fee (VRF) of \$360 is due with the first paid application of the new year, The VRF covers the calendar year, January–December. This includes the first application fee of \$150 for up to 8 CEUs. Each subsequent application will have an application fee dependant on the number of approved CEUs. Please refer to the fee schedule below.

Application Fee for all Regular applications, "For Profit" and "Non Profit" (Per individual application)

\$150 1–8 CEUs	\$50 *Reevaluation fee when a request, with additional information is made within 30 days of a denial or approval
\$300 9–16 CEUs	\$50 **Nonrefundable fee for applications that are denied by AAPC or withdrawn by the vendor
\$450 17–24 CEUs	\$50 ***Late fee for applications received less than 21-30 days prior to marketing deadlines or first event date
\$600 25–32 CEUs	\$50 ****Fast Track fee for a requested rush approval
\$750 33–40 CEUs	

****All Applicants please note the asterisks above: late fees, fast track fees, reevaluation fees, and the nonrefundable fee may apply to all types of application submissions.

- Company check or money order enclosed payable to AAPC (no cash)
- MasterCard Discover American Express Visa

Credit card number: _____ Expiration date: ___/___/____ (mm/yyyy) Amount: \$ _____

Authorized signature: (Check the blue box below or sign) _____

Print card holder's name **exactly** as it appears on the card: _____

Print **exact** credit card billing address: _____

I certify these statements are true, realizing any false statements may cause denial/revocation of CEU credit or probation of vendor status. I certify that I will provide CPC® credentialed holders with quality programs in which they can receive CEUs. I will provide qualified personnel to facilitate and present each event. I certify that content and instructional methods are appropriate in meeting the timely need of the sponsoring organization.

Signature and title: _____ Date: _____

(Check the blue box above or sign)

Instructions for submitting your completed application is on the last page of the application form.



Educational Publications — Application and Policies for Prior CEU Approval

Education is the fundamental element of CEUs
[click here to link to the current year's guidelines](#)

The AAPC does not award CEUs for publications or software considered to be a tool that coders use to perform their day-to-day responsibilities. Examples would be CPT®, ICD-9-CM, or HCPCS Level II books or electronic look-ups, desk reference books, medical dictionaries, and software containing reference material. Curriculum designed specifically to be text for an instructor teaching coding/billing courses will not be awarded CEUs. Text that has been copied or paraphrased from reference material will not be considered in the page count as quality curriculum.

Publications: (*Select one)

- Educational book with a required final test (CEUs are awarded according to page count of information-rich curriculum).
- Self study book course with a required final test (CEUs are awarded according to page count of information-rich curriculum.)
- Self study course composed of coding scenarios (CEUs are calculated according to the word count of curriculum and information-rich rationale.)

1. *Please provide a 50 word minimum goal for this educational product.

2. *Number of requested CEUs: _____

3. *Date of publication: _____

4. *Volume/Edition number: _____

5. *I have included a copy of the publication and of the final test along with the application for review. Yes No

6. *How does the student access the final test? Online Hardcopy/PDF In publication

7. *How is the final test corrected? Electronically Sponsoring organization

8. *What is the required score to pass the final test? 70 percent or greater

9. *Please copy, in the space below, the instructions written in your product explaining the process of accessing the final test, submitting the test for correction, and the pass rate to obtain the CEU certificate of completion. The statement must include the expiration date of the CEU approval.

10. *Where, inside the book, is this information conveyed? _____

11. *Is this publication designed to be used as text at a post secondary school? Yes No

10. *Is this publication designed to be used by students in a classroom setting? Yes No

12. *How are chapter quizzes corrected? Answers are inside the book Corrected by instructor
 Submitted back to the publisher

Thank you for taking the time to complete this Application for Prior CEU Approval. The AAPC Vendor Relations Team and CEU Analysts look forward to reviewing and approving your products.

Please submit your completed application and all required documents to AAPC in any of the below methods.

Click to Email: vendor@aapc.com

Attach your required documentation to the email for use during review of this pending application.

Mail to: AAPC, CEU Vendor Department
 2480 South 3850 West, Suite B, Salt Lake City, UT 84120

Fax: 801-236-2258