



CEC Petition Application

If you have taken a continuing education course that has not been NETA approved you may be able to petition the course for credits. NETA will evaluate each course based on content, learning time, and organization/instructor.

NETA Applicant Information

Name: _____

Customer #: _____

Address: _____

NETA Certification: _____ Expiration Date: _____

Email Address: _____

Course Information

Title of Course(s) Being Petitioned for NETA Credits	Organization/Instructor	Date of Completion	# of Contact Hours

How has this course or workshop provided knowledge, skill and ability above entry level?

Please Submit:

- 1.) Completed NETA CEC Petition Application
- 2.) \$15.00 Non-Refundable Petition Processing Fee Per Course
- 3.) Certificate of course completion, including completion date
- 4.) Detailed outline or syllabus listing times and topics covered

Course Work Not Accepted for CECs:

- Activity classes, master classes or workouts that do not contain an instructional component.
- Activity classes, master classes or workouts taught by you the professional.
- Time spent taking exams or self study preparation.
- Courses that prepare one for another job beyond the scope of an NETA certified Professional.
- First Aid and CPR.

Please Note:

- The course subject matter **must** be relevant to your NETA certification.
- All coursework must be completed within your current two-year certification period.
- Each approved hour equals 1 CEC. CECs not awarded in ½ hour increments.
- NETA accepts ACE and AFAA CECs do not need to petition.
- Incomplete Petition applications will not be accepted. If any of the required items are missing, your petition will be returned, thus prolonging the process.
- Petitioning for credit does not guarantee approval of the course.

Allow 1-2 weeks to process your petition application.

Send Completed Petition Application to: NETA

5955 Golden Valley Road Ste. 240
Minneapolis, MN 55422
Attention: Petition

Fax: 763-545-2524

Please make checks payable to NETA.

Number of courses being petitioned: _____ Total \$ Enclosed: _____ Check# _____

Visa/MasterCard or Discover # _____ CVC# _____ Exp Date: _____
(Last 3 digits on back of credit card)

Cardholder Signature _____

I understand that the \$15 administrative fee (per course) is non-refundable and does not guarantee that credits will be awarded.

Applicant Signature: _____ Date: _____

If you have any questions regarding the petition process, contact NETA at 800-237-6242 or neta@netafit.org