



Wednesday, February 11, 2015

Youthdale Child & Adolescent Sleep Centre & the Neuropsychiatry Program, University Health Network
399 Bathurst Street
7M-429
Toronto, ON M5T 2S8
Canada

Dear Sharon Chung:

I am pleased to inform you that the American Association of Sleep Technologists (AAST) has evaluated and the application for the **Pediatric Sleep Day 2015 Course, AAST CEC Program Number 15B098** and approved your educational program for **7.00 AAST CECs**. With this approval, you have assured the AAST that the program will be conducted as described in your application and agreed to maintain the records associated with this program (i.e. application, certificate of attendance, attendance roster, student list, and course evaluations) for a period of five (5) years. During this time, the AAST reserves the right to perform random audits at which time educational providers will required to submit copies of these documents to the AAST national office within 10 business days of the request.

Youthdale Child & Adolescent Sleep Centre & the Neuropsychiatry Program, University Health Network is required to provide each participant (student) with a certificate of attendance. The program certificate needs to include the name of the participant, name and date of the program, AAST program number, and the number of AAST approved credits.

Educational Providers must record the attendance of this educational offering by using the **AAST CEC Student Roster**. This document is not sent to the national office, but it does need to be kept on file in your office. Within **45 days** of completion of the program Educational Providers must submit a typewritten, electronic copy of the **AAST CEC Student List** using the AAST CEC Student List template and a summary of the program evaluations via e-mail to AASTCEC@aastweb.org.

The AAST National Office must be informed in writing via email AASTCEC@aastweb.org if the course is cancelled. Any changes to the courses must be submitted in writing at the above address and may result in additional charges. No changes can be accepted within two weeks of the course.

The AAST CEC Program documents mentioned above, along with complete program information, are located on the AAST website (<http://www.aastweb.org/CECProgram.aspx>) and will need to be downloaded.

Thank you for applying for AAST CEC Program. If you have any questions regarding the CEC program, please contact the CEC Coordinator at 630-737-9704, or by email: AASTCEC@aastweb.org.

Sincerely,

AAST CEC Accreditation Committee

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