

WHAT'S IN A CEC?

One contact hour or 50 minutes of education programming or instruction (breaks and meals excluded) is equivalent to one Continuing Education Credit (CEC).

You may earn one CEC per contact hour (50 minutes of education programming) by attending NAA, NAAEI or NAA affiliate courses, seminars, workshops or conference sessions.

Designates are required to report one Continuing Education Credit (CEC) for a course or program taken in 2011 that addresses compliance with federal, state or local legislative or regulatory issues (e.g. Fair Housing, Lead-Based Paint, OSHA, Fair Credit Reporting Act, Mold, Landlord Tenant Law, HIPPA, etc.)

CECs Earned from NAA, NAAEI and NAA Affiliate Programs and Activities

One half of your required CECs per renewal period must be attained by participating in NAA, NAAEI or NAA affiliate courses, seminars, programs or activities.

You may earn one CEC per contact hour (50 minutes of education programming) by attending NAA, NAAEI or NAA affiliate courses, seminars, workshops or conference sessions.

You may earn one CEC per hour of instruction and a maximum of three CECs for volunteering to instruct NAA, NAAEI or NAA affiliate courses, seminars or programs without compensation. CAMT teaching assistants are considered volunteer instructors.

You may earn one CEC per year and a maximum of three CECs for serving on or chairing NAA, NAAEI or NAA affiliate boards or committees.

You may earn one CEC per grading assignment for serving as a volunteer grader for NAAEI.

If there is no NAA affiliate in your area or your affiliate does not offer programming that will satisfy the required CECs, NAAEI offers a variety of online CEC options for your convenience. Webinars and online courses offered through NAAEI's Learning Management System (LMS) are available here:
<http://www.naahq.org/education/onlinelearning>.

CECs from Non-NAA or Non-NAA Affiliate Programs and Activities

The other half of your required CECs may be obtained by participating in the following programs or activities.

You may earn one CEC per contact hour (50 minutes of education programming) by attending education programs sponsored by other housing organizations: IREM, NAHB, NAHMA, NAHRO or professional associations such as: American Management Association, Society for Human Resource Management, American Society for Training and Development, etc.

You may earn one CEC per contact hour (50 minutes of education programming) by attending courses, seminars, self-study programs and workshops that have been approved for credit by your state real estate board or commission.

You may earn one CEC per contact hour (50 minutes of education programming) by attending courses offered by accredited career and technical schools, community colleges and universities.

You may earn one CEC per year and a maximum of three CECs by serving on local, state and national boards, commissions, task forces and committees related to the housing industry or which help to enhance the image of the apartment industry (e.g. Fair Housing commission, senior housing commission, Chamber of Commerce, Better Business Bureau, etc.)

You may earn one CEC per hour of instruction and a maximum of three CECs for volunteering to instruct apartment industry related courses, seminars or programs without compensation.

You may earn one CEC per two hours of research and writing and a maximum of three CECs for writing original articles without compensation that are published in apartment industry publications. Articles must be published during the renewal period.

WHAT DOESN'T COUNT

Online Training

NAAEI does not accept Grace Hill online courses for Continuing Education Credit (unless they are accessed through a link on your local apartment association's Web site). Only online courses offered by NAAEI; NAA affiliates; accredited colleges, universities and career and technical schools; real estate and other professional associations; and those approved by state real estate boards or commissions will be accepted.

In-House Training

NAAEI does not accept in-house or corporate training for continuing education credit (unless the training is in-house training for an NAAEI designation program.)



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DON'T FORGET...

Please submit the total number of Continuing Education Credits (CECs) indicated on your invoice, either online (<http://www.naahq.org/education/designationprograms/renew>), or by mail or fax.

Designates who earned their designation in 2011 will receive an invoice for 2012 designation renewal fees but will not have to report Continuing Education Credits for the 2012 renewal.

All CECs required for the renewal period should be earned the previous year. For example, for the 2012 renewal, you will report continuing education credits earned during 2011. Credits earned prior to 2011 cannot be carried forward and reported in the 2011 renewal period.

Individuals who hold multiple NAAEI designations may use the same CECs for renewal of all designations. The total number of CECs that you must report is indicated on your invoice. (If you are a NALP, requiring 3 CECs, and a CAM, requiring 6 CECs, you must report a total of 6 CECs).

Please keep a copy of your CEC Reporting Form with backup documentation in case your forms are lost in the mail or by fax.

Required Documentation To Support Continuing Education Activities:

While some NAA affiliates track designate continuing education activities, it is your responsibility to track that information as well. We recommend you make a NAAEI CEC file folder and place all your supporting documentation in this file as you take courses throughout the year.

If your affiliate tracks your continuing education activities, the only documentation you'll need to submit is an affiliate staff signature on the NAAEI CEC Reporting Form or affiliate's own form. If you need to submit documentation, the following forms are accepted:

- Certificates of course completion
- Transcript or exam results
- Canceled check or receipt of payment for education programs
- NAA affiliate signature confirming program completion

Civic Service Activities

- Copy of page in directory or newsletter listing board/committee members
- Copy of letter sent to designate to confirm board/committee appointment

Writing Activities

- Copy of published article

Instruction/Training Activities

- Copy of promotional piece, flyer or program listing course description, instructor and contract hours
- Copy of letter sent to confirm instruction/training assignment