



Dear NAAEI Designate:

Thank you for your commitment to your professional development and the apartment industry! Attached you will find your designation renewal invoice. Your designation renewal payment and Continuing Education Credits (CECs) report are due on January 1, 2012. To ensure that you maintain your designation and avoid paying a \$50 reinstatement fee, please be sure to **pay your renewal dues and submit your CECs by March 31, 2012.**

Renew Your NAAEI Designation in one of three Ways!

1. Online: www.naahq.org/education/designationprograms/renew **PREFERRED!**
2. Mail: NAA Education Institute
P.O. Box 758712
Baltimore, MD 21275
3. Fax Payment and CECs: 703/797-0666

Still Need to Earn Continuing Education Credits?

NAAEI has recently expanded our education offerings to include a new Learning Management System (LMS), Webinars and Online courses. To earn more CECs and renew your designation, go to: <http://www.naahq.org/education/onlinelearning> to find the LMS, upcoming Webinars, the Fair Housing and Beyond! online course and affordable NALP Online modules.

What is the LMS?

The Learning Management System allows you to take courses online and track your education activity, whether you take a course from NAAEI, NAA or your state or local apartment association.

Coming Soon!

You will soon be able to enroll in NAAEI, state and local courses, pay your NAAEI designation renewal dues and print a record of all your education achievements, all in one place! You will receive an update on the LMS in January as more capabilities are added to the system.

Again, thank you for your commitment to your professional development and career! If you believe there is an error on your invoice or have any questions, please contact NAAEI at 703/518-6141 or education@naahq.org.

Best Regards,

A handwritten signature in cursive script that reads 'Maureen Lambe'.

Maureen Lambe, CAE
Executive Vice President



Your 2012 NAAEI Designation Benefits

- Your own page to track your professional development on the NAAEI Learning Management System (LMS), <http://www.naahq.org/education/onlinelearning/Pages/default.aspx>.
- Two free NAAEI Webinars (\$29.99 value for each webinar) - NAAEI will notify you by e-mail with free registration information for Facebook for Property Management Professionals, to be held in Spring 2012, and Advanced Facebook for Property Management Professionals, to be held in Fall 2012.
- A 10% discount on NAAEI Webinars, CAM Online and NALP Online courses.
- Laminated designation card.
- Free subscription to *units* magazine and the weekly apartment industry newsletter, the *Industry Insider*.
- In honor of National Apartment Careers Month in February 2012, NAAEI wants you to try www.ApartmentCareers.com to post your job listings. Use the code NAAEI and save 50% off your first package! Limit one per customer, existing **ApartmentCareers.com** customers are also eligible to save with this special offer.
- Participate in National Apartment Careers Month in February 2012! The NAA Education Institute is calling for submissions for its "Get Reel" Career Video Challenge posted on YouTube, where you can be eligible to win a trip to the 2012 NAA Education Conference and Exposition in Boston! To learn more, visit <http://www.naahq.org/education/naaei/campaigns/Pages/CareerVideoChallenge.aspx>
- Free *Careers in Apartment Management* DVD and print collateral. To receive your free DVD or brochures, e-mail education@naahq.org and provide us with your mailing address.
- Free Apartment Industry Skill Standards for Leasing Consultants, Maintenance Technicians, Community Managers and Portfolio Supervisors.
- Access to www.ApartmentCareersHQ.org, the NAAEI Web site targeting those interested in careers in the apartment industry.
- Save \$50 on Specialist in Housing Credit Management (SHCM) Webinars, scheduled for February 2012. Please check the NAA Web site for details.
- NAAEI Dell Computer Discount. This discount offers significant savings on many Dell products! Go to www.dell.com/NAAEI to shop.
- Discounts on Craftsman products. Known for performance and value, Craftsman Tools and Equipment are offered to you by Sears Commercial. This program saves you time because your order is delivered to you. Visit www.naahq.org/education/designationprograms/Pages/default.aspx/benefits to download the catalog.
- You will be included in an online NAAEI Designate Directory, www.naahq.org/education/Pages/DesignateDirectory.aspx. Companies are increasingly checking designation/certificate status with NAAEI before promoting or hiring. In order to stay current with NAAEI, make sure that your contact information is correct. Log in to the NAA Web site and go to: www.naahq.org/memberonly/account/.



2012 Designation Renewal Requirements

Before you submit, here is some additional information:

- All CECs required for the renewal period must be earned the previous year. For example, in 2012, you will report Continuing Education Credits earned during 2011. Credits earned prior to 2011 cannot be carried forward and reported in the 2012 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 an NALP, requiring 3 CECs, and a CAM, requiring 6 CECs, you must report a total of 6 CECs).
- If designate renewal fees are unpaid on April 1, 2012, a second invoice will be mailed and a \$50 reinstatement fee must be paid along with your designation renewal fee.
- Does NAAEI have your most up-to-date contact information, including your personal e-mail address and cell phone number? Updating your contact information on the NAA Web site takes only a few moments. Log in to the NAA Web site and go to: www.naahq.org/memberonly/account/. Find your User ID on your invoice.

CECs from NAA, NAAEI and NAA Affiliate Programs and Activities

One half of the required CECs per renewal period must be earned by attending NAAEI, NAA, or NAA affiliate courses, seminars, programs or activities. Attendance at regular membership meetings does not qualify for CECs.

The remaining half of required CECs may be obtained by:

- attending NAAEI, NAA, or NAA affiliate courses, seminars, programs or activities.
- attending education programs sponsored by other national associations or approved for state real estate board credit.
- completing industry-related courses offered by accredited career and technical schools, community colleges or universities.

A full description of accepted CECs may be found on the NAA Web site by visiting www.naahq.org/education/designationprograms/renew/

Failure to Meet NAAEI Designation Renewal Requirements

Designates who fail to submit renewal fees, sufficient CECs or sufficient documentation of CECs will become “inactive” in the NAA database and their *units* subscription will cease. You will also be required to stop using the designation acronym after your name. Designates who allow their designation to fall inactive and lapse will be retained in the designate database with an inactive status for five years. After five years, the designate will be dropped from NAAEI records. A dropped status can’t be reactivated and a former designate will have to retake the designation course.



2012 Designation Renewal Requirements

Reinstatement

If a designate does not pay 2012 designation renewal fees and report Continuing Education Credits by March 31, 2012, he or she may reinstate their designation by paying the unpaid dues, a reinstatement fee of \$50 and reporting the required CECs.

If the designate allows the date of expiration to exceed one year, the designate may reinstate the designation by paying an amount equal to current year plus up to two past years' past dues, the reinstatement fee of \$50 and reporting CECs from the current and immediate past year.

Emeritus Status

Individuals may claim Emeritus Status for any designation they hold provided they are: (1) retired and inactive in the apartment industry, or (2) active in the apartment industry and have 25 or more years of apartment industry experience.

To claim Emeritus Status, individuals must notify NAAEI in writing that requirements have been met and include documentation such as a resume. Emeritus designates do not need to maintain annual CECs, but do have annual dues requirements as listed on your invoice.

NAAEI Designate Logo Usage

All NAAEI designates, upon successful completion of all required coursework, final examination and final project (NALP and CAM) as well as a current good standing as an NAAEI designate, are permitted to use the appropriate logo for their own professional use on stationery, business cards and letter head.

These designates are also permitted to use the acronym that is associated with the completed program following their name on any document, presentation or Web site. This acronym or acronyms may be used to signify the attainment of an NAAEI designation. If you have any questions about NAAEI Designate Logo Usage, please contact education@naahq.org.

NAA 2012 PARAGON Awards

Consider nominating yourself, your employee or another worthy NAAEI designate for the annual PARAGON Awards! The awards are: NALP of the Year, CAM of the Year, CAMT of the Year and Professional Designate of the Year. More information can be found at www.naahq.org/about/awards

NAAEI Webinars and Online Courses

Go to: www.naahq.org/education/onlinelearning to find the latest NAAEI course offerings.



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