



CEC Requirements for Credential Renewal

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

Sources of In-network CECs

- Any courses offered by your local Affiliated Apartment Association
- NAAEI-approved courses offered live or online through Visto
- Apartmentalize and other NAA conference sessions (live or recorded)

Sources of Out-of-network CECs

- Courses from Housing Organizations (e.g. IREM & NAHMA)
- Courses approved by State Real Estate Boards
- Courses from Accredited Colleges and Universities
- NAAEI-approved Courses from NAA Alliance Partners

A MAXIMUM OF 2 CECs CAN BE REPORTED FROM EACH OF THE INDUSTRY PARTICIPATION ACTIVITIES BELOW:

- Participating in apartment industry legislative events
- Instructing NAA, NAAEI or NAA Affiliate courses without compensation
- Serving on NAA, NAAEI or NAA Affiliate Boards and Committees
- Serving on boards, commissions, and committees related to the housing industry
- Instructing apartment industry courses without compensation
- Writing articles published in apartment industry publications without compensation

CECs Required	Annual CECs Required	Minimum number of In-Network CECs Required
CAM	8	5
CAPS	8	5
CALP	5	3
CAS	5	3
AIME	5	3

Not accepted:

- Training that does not meet the criteria listed above
- Corporate in-house training courses

Notes:

- CECs submitted for your credential renewal may date back no more than 12 months before your renewal due date
- Individuals who hold multiple NAAEI credentials may use the same CECs for renewal of all credentials and AIME
- Visit the link below to submit CECs and see a list of approved online continuing education courses

naahq.org/renew-credential

ACCEPTED DOCUMENTATION

All documentation must include your name, training provider, session title, training date(s) and number of CECs (or schedule of training).

Education Programs

- Certificate of course completion
- Transcript or exam results
- Receipt of payment for education program showing number of CECs earned
- CEC Reporting Form signed by NAA affiliated apartment association staff

Association and Industry Participation Activities

- Signed CEC Reporting Form or any of the following:
- Copy of page in directory or newsletter listing board/committee members
- Copy of letter sent to credential holder to confirm board/committee appointment
- Copy of published article
- Copy of ad, flyer or program listing course description, instructor and contact hours
- Copy of letter sent to confirm training assignment

Don't Forget!

Please submit renewal fees and the required number of Continuing Education Credits (CECs).



online

CEC submissions:
naahq.org/renew-credential

Credit card payments:
naahq.org/payments



email

renewals@naahq.org



mail

Attention: NAAEI
PO Box 718712
Philadelphia, PA 19171-8712
Check Payments Only!
(Do not submit CECs to bank lockbox)

Missing a renewal invoice? Need to update your contact information?

Please call 833-86-MYNAA (69622)

To pay by credit card, please visit: naahq.org/payments