**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

### CEC Requirements for Credential Renewal

<table>
<thead>
<tr>
<th>CECs Required</th>
<th>Annual CECs Required</th>
<th>Minimum number of In-Network CECs Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAM</td>
<td>8</td>
<td>5</td>
</tr>
<tr>
<td>CAPS</td>
<td>8</td>
<td>5</td>
</tr>
<tr>
<td>CALP</td>
<td>5</td>
<td>3</td>
</tr>
<tr>
<td>CAS</td>
<td>5</td>
<td>3</td>
</tr>
<tr>
<td>AIME</td>
<td>5</td>
<td>3</td>
</tr>
</tbody>
</table>

### 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](naahq.org/renew-credential)

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**Not accepted:**

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

Be sure to visit: GoWithVisto.org
### Accepted Documentation

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

<table>
<thead>
<tr>
<th>Education Programs</th>
<th>Association and Industry Participation Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Certificate of course completion</td>
<td></td>
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<tr>
<td>- Transcript or exam results</td>
<td></td>
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<tr>
<td>- Receipt of payment for education program showing number of CECs earned</td>
<td></td>
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<tr>
<td>- CEC Reporting Form signed by NAA affiliated apartment association staff</td>
<td></td>
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<tr>
<td>- Signed CEC Reporting Form or any of the following:</td>
<td></td>
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<tr>
<td>- Copy of page in directory or newsletter listing board/committee members</td>
<td></td>
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<tr>
<td>- Copy of letter sent to credential holder to confirm board/committee appointment</td>
<td></td>
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<tr>
<td>- Copy of published article</td>
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<tr>
<td>- Copy of ad, flyer or program listing course description, instructor and contact hours</td>
<td></td>
</tr>
<tr>
<td>- Copy of letter sent to confirm training assignment</td>
<td></td>
</tr>
</tbody>
</table>

### Don’t Forget!

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

- **Online**:
  - CEC submissions: [naahq.org/renew-credential](http://naahq.org/renew-credential)
  - Credit card payments: [naahq.org/payments](http://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](http://naahq.org/payments)

Be sure to visit: GoWithVisto.org