# 2021-2022 Changes to NAAEI CEC Requirements

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)

A maximum of 2 CECs can be reported from the Association 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

## 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 online courses from NAA Top Tier Partners and NAAEI Partners

A maximum of 2 CECs can be reported from the industry participation activities below:

- 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

## 2021 CECs Required

- CAM and CAPS 6 - with at least 3 CECs from In-Network Sources
- CALP (previously NALP), CAS, and AIME 3 - with at least 2 CECs from In-Network Sources

## 2022 CECs Required

- CAM and CAPS 8 - with at least 5 CECs from In-Network Sources
- CALP (previously NALP), CAS, and AIME 5 - with at least 3 CECs from In-Network Sources

Be sure to visit: GoWithVisto.org
WHAT’S IN A CEC?
A Continuing Education Credit (CEC) is one contact hour or 50 minutes of education programming or instruction (breaks and meals excluded).

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

### 2021 CECs Required

<table>
<thead>
<tr>
<th>Credential</th>
<th>Annual CECs Required</th>
<th>Minimum number of In-Network CECs Required</th>
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<tbody>
<tr>
<td>CAM</td>
<td>6</td>
<td>3</td>
</tr>
<tr>
<td>CAPS</td>
<td>6</td>
<td>3</td>
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<tr>
<td>CALP</td>
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<tr>
<td>(Formerly NALP)</td>
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<tr>
<td>CAS</td>
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<td>AIME</td>
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### 2022 CECs Required

<table>
<thead>
<tr>
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<tbody>
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<td>5</td>
</tr>
<tr>
<td>CAPS</td>
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<tr>
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Be sure to visit: GoWithVisto.org
Please submit renewal fees and the required number of Continuing Education Credits (CECs).

**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
- CEC reporting form is available online at naahq.org/renew

**Association Participation Activities**
- 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
  - Credit card payments: naahq.org/payments

- **email**
  - renewals@naahq.org

- **mail**
  - Attention: NAA
  - PO Box 758712
  - Baltimore, MD 21275
  - 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

Be sure to visit: GoWithVisto.org