



NAAEI Designation Renewal 2013

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 Credit (CEC) report were due on January 1, 2013. To ensure that you maintain your designation be sure to **pay your renewal dues and submit your CECs as soon as possible.**

Renew Your NAAEI Designation in one of the three ways!

Online	• www.naahq.org/renew Preferred!
Fax	• (703) 797-0666
Mail	• NAA Education Institute PO Box 758712 Baltimore, MD 21275

Still Need to Earn Continuing Education Credits?

NAAEI has recently expanded our education offerings to include video and audio recorded sessions from the 2013 Education Conference & Exposition. To earn CECs from the recorded conference sessions go to: naa.directionsav.com

Please find additional online CEC options on the [What's in a CEC](#) document or on the NAAEI website here: www.naahq.org/renew

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 DESIGNATE BENEFITS

- Receive 10 – 25 % off of tuition from [Drexel University Online](http://www.drexel.edu) for designates and their immediate families. Contact education@naahq.org for the designate discount code and visit www.drexel.com/naaei for more information.
- Access to free online training - NAAEI will notify you by e-mail with free registration information.
- 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 e-newsletter, the Industry Insider.
- In honor of National Apartment Careers Month in February 2014, 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 2014! 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 2014 NAA Conference and Exposition in Denver! To learn more click here, <http://www.naahq.org/learn/career-center/get-reel-career-video-challenge>
- 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.ApartmentCareerHQ.org, the NAAEI website targeting those interested in careers in the apartment industry.
- Save \$50 on Specialist in Housing Credit Management (SHCM) Webinar Series, scheduled for February 2014. Please check <http://www.naahq.org/learn/education/take-a-class-online/naaei-webinars> for details or email education@naahq.org to be placed on the course waitlist.
- 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. To download catalog, <http://www.naahq.org/sites/default/files/naa-documents/education/NAASearsToolProgram.pdf>.
- You will be included in an online NAAEI Designate Directory, <http://www.naahq.org/learn/designate-directory>. 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 website and update here <https://www.naahq.org/user/edit-naa-profile>.



DOUBLE CHECK BEFORE YOU SUBMIT!

All CECs required for the renewal period must be earned the previous year.

For example, in 2013, you will report Continuing Education Credits (CECs) earned during 2012. Credits earned prior to 2012 cannot be carried forward and reported in the 2013 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, required 3 CECs, and a CAM, required 6 CECs, you must report a total of 6 CECs).

A \$50 reinstatement fee has been added to any renewal sent in after April 1, 2013.

Does NAAEI have your most up-to-date **contact information** including your personal e-mail address and cell phone number? To update log in here:

www.naahq.org/renew .

- o Your user ID and password are on your invoice.

What happens if I don't renew my designation?

Designates who fail to submit renewal fees or sufficient CECs will become inactive in the NAA database and will not receive units magazine.

Designates who do not renew their designation are **not permitted to use the designation acronym** after their name.

After 5 years of inactive status designates will be dropped from NAAEI records and will have to **retake the designation course**.

I am behind on my renewals, what do I do now?

You can still bring your designation into good standing! Designates who are late completing their designation renewal can reinstate by submitting **\$50 for the reinstatement fee and then submitting all required dues payments and CECs.**

If it has been more than one year, the designate should submit **unpaid dues and continuing education for the years they did not submit as well as a \$50 reinstatement fee.**

Designates are not charged for more than 3 years of back dues and no more than 2 years of continuing education.





NAAEI Designation Renewal 2013

2014 PARAGON Awards

Consider nominating yourself, your employee or another worthy NAAEI designate for the NAAEI Designation PARAGON Awards!

Winners will receive **recognition at the 2014 NAA Education Conference and NAAEI will cover the winner's airfare to the conference, two nights lodging and conference registration.**

Nomination forms and more information are at www.naahq.org/about/awards

Emeritus Status

Designates can apply for Emeritus Status if they are:

- Retired and inactive in the apartment industry
- Active in the apartment industry and have **25 years of industry experience**

Send documentation, such as a resume, to education@naahq.org to obtain this status. Emeritus designates do not need to submit CECs for their designation renewal.

NAAEI Webinars and Online Courses

Need CECs? Go to: www.naahq.org/learn/education/take-a-class-online to find the latest online NAAEI course offerings.

Do my courses count for CECs?

One half of your CECs **must be from education programming from NAA, NAAEI or your local NAA affiliated apartment association** or they **will not be accepted.**

The other half can only come from the above sources or:

- National, state or local associations
- Classes that are approved for state real estate board credit
- Industry related courses offered by career, technical schools, colleges and universities.

See the *What's in a CEC?* document for more information: www.naahq.org/renew

NAAEI Designate Logo Usage

All NAAEI "designates in good standing" may use the appropriate **designation logo for their own professional use on stationary, business cards and letterhead.**

Designates can also use the **acronym for their designation following their name on any document, presentation or web site.**

For any questions please contact education@naahq.org

Questions? Call or email NAAEI at (703) 518-6141 ext 108 or education@naahq.org

More CEC and renewal information is available at: www.naahq.org/renew

