

## NAAEI 2016 Credential Renewal Tutorial

Credential holders wishing to renew their credentials may do so before the 2016 renewal invoices have been mailed. Following is the process for submitting payment and continuing education credits (CECs) to NAAEI.

- To submit 2016 renewal payment and continuing education credits (CECs), visit [www.naaHQ.org/renew](http://www.naaHQ.org/renew):

### Renew Your Credential or AIME Membership



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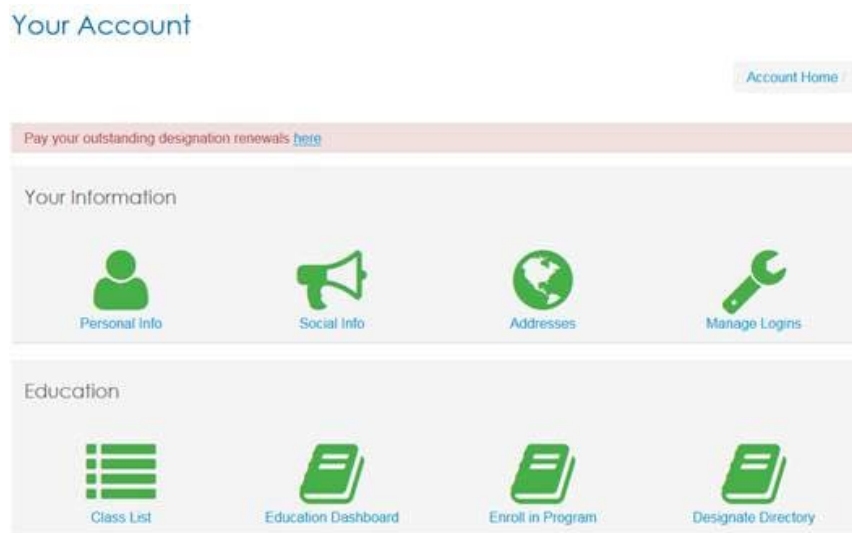
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2016 credential renewal invoices will be sent out in January. You may submit 2016 dues and CECs online below before receiving an invoice.

2016 credential or AIME membership renewal requires the following steps:

1. Update Your Contact Information
2. Submit a Payment Online with Credit or Debit Card
3. Check your CEC Status
4. Submit Outstanding CECs Online

- Step 1. Log in using your NAA User ID and password to update your contact information, if necessary.



The screenshot shows the 'Your Account' dashboard. At the top right is a link for 'Account Home'. Below that is a notification bar: 'Pay your outstanding designation renewals [here](#)'. The main content is divided into two sections: 'Your Information' and 'Education'. 'Your Information' includes icons for 'Personal Info', 'Social Info', 'Addresses', and 'Manage Logins'. 'Education' includes icons for 'Class List', 'Education Dashboard', 'Enroll in Program', and 'Designate Directory'.

- **Step 2.** From the Renew page, click to submit a payment online with credit or debit card. Click “Select” under the balance amount for your renewal. If you are on the Your Account page, click on the box that says “Pay your outstanding renewals here.” Note that you must pay first before you can submit CECs.

NAAEI Program Renewals

Please select the renewals you would like to pay for at this time.

Designation	Term	Balance	
CAM Renew	01/01/2016 - 12/31/2016	\$100.00	<div style="text-align: right; border: 1px solid #ccc; padding: 2px;">\$100.00</div> <div style="text-align: center; border: 1px solid #ccc; padding: 2px;">SELECT</div>

Payment Total

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**Balance** \$0.00

Fields marked with a \* are required.

When you click “Select” the button will turn green and a checkmark will appear. The balance amount will show under “Payment Total.” Enter your billing information to complete the payment.

NAAEI Program Renewals

Please select the renewals you would like to pay for at this time.

Designation	Term	Balance	
CAM Renew	01/01/2016 - 12/31/2016	\$100.00	<div style="text-align: right; border: 1px solid #ccc; padding: 2px;">\$100.00</div> <div style="text-align: center; border: 1px solid #ccc; padding: 2px; background-color: #4CAF50; color: white;">✓ SELECTED</div>

Payment Total

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**Balance** \$100.00

- **Step 3.** Once your payment has been processed, a Payment Summary will appear. Click “Education Dashboard” in the green box to proceed with submitting CECs online.

## Payment Summary

Your order has been successfully processed. A copy of this receipt will be emailed to you. Please print this page for your records.  
Return to your [Education Dashboard](#)

## Order Summary

**Order Number:** 0072685

**Order Date:** 01/19/2016

**Payment Method:** Credit Card

- **Step 4. On the Education Dashboard screen, you will be able to view your status in current programs.**

**Current Programs**

Program	Enrollment Status	Enroll Date	Thru Date	Status	
CAM	Designate	January 1, 2016	December 31, 2016	Enrolled	<a href="#">VIEW</a>

- **Step 5. Click the blue “View” box to submit the necessary CECs.**

[REPORT CEC](#)

**CAM**  
January 1, 2016 - December 31, 2016

**CAM CECs**  
Must achieve 6 CECs, at least half NAA sponsored

Component	Required	Submitted	Remaining	Status
Annual CECs	6	0	6	<a href="#">Incomplete</a>

- **Step 6. Click the green “Report CEC” button to reach the Education Detail Reporting Form and submit your outstanding CECs online. CECs also may be submitted by email to [dcooper@naahq.org](mailto:dcooper@naahq.org) or by fax to (703) 707-0666 using the form found at <http://www.naahq.org/sites/default/files/naa-documents/education/Candidates/Blank-CEC-Reporting-Form.pdf>.**

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Amy's Account | Log Out | Events | Store | Cart (0)

### Education Detail Reporting Form

This form allows you to submit any education details you need to complete or renew your course, including Continuing Education Credits (CECs), experience requirements, or NAAEI Faculty volunteer hours.

Please complete the form and click the "Submit Form" button at the bottom of the screen to send your information in to NAAEI staff

Please print the page for your records. All submissions will be reviewed within a timely manner. If you have any questions, please contact us at [education@naahq.org](mailto:education@naahq.org)

Complete form and be sure to click "Submit Form" button to complete your submission. Also, print page for your records.

**Detail Reporting**

**Component**

**Amount**

**Documentation**  
Please submit 1 document per upload and provide the date of the event.

[BROWSE...](#)

Attach program documentation (i.e. registration confirmation, certificate of completion or receipt. The file must have a valid extension. Files must be less than 2 MB). Allowed file types: txt doc xls ppt ppts docxxlsx pdf

**Date Taken**

**Notes**

[SUBMIT](#)

**Step 7. If you have questions about what counts as a CEC, click on the second bullet under Continuing Education Credits on the Renew page.**

## Continuing Education Credits (CECs)

- [Help! I need to find online or in-class courses for CECs!](#)
- [What counts as a CEC?](#)
- [Printable NAAEI CEC Reporting Form for Mail or Fax](#)
- [Submit your CEC Reporting Form Online](#)

### What is a Continuing Education Credit (CEC)?

A CEC is one hour of continuing education with meals and breaks excluded. All CECs required for the renewal period must be earned the previous year. For example, for the 2014 renewal you will report CECs earned during 2013. CECs earned in 2012 will be not accepted.

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Continuing education credits are needed for all NAAEI designations that require annual renewal and are required to maintain [AIME membership](#). This includes CAM, NALP, CAPS, CAS and AIME. If you are unsure of the amount you need, check on your renewal invoice. Please submit the entire number of CECs required in one submission to ensure that your CECs are recorded accurately.

- CAM - 6 CECs annually
- NALP - 3 CECs annually
- CAPS - 6 CECs annually
- CAS - 3 CECs annually
- AIME - 3 CECs annually

Individuals who hold multiple NAAEI designations may use the same CECs for renewal of all designations and AIME. The total number of CECs that you must report is indicated on your invoice. For example, if you have a CAM and NALP designation, you would owe 6 CECs annually.

The first designation renewal does not require CECs, but all subsequent renewals do require CEC submission. This would involve submitting documentation of continuing education that you have participated in.

**Step 8. In 7-10 business days you will receive an email confirming whether your CECs have been approved or denied.**

**Step 9. Answers to frequently asked questions can be found at [www.naahq.org/renew](http://www.naahq.org/renew).**

## Renewal FAQs

- [I am a CAMT designate but received an invoice. What is it for?](#)
- [What are the benefits for renewing my designation?](#)
- [I need a new certificate, how can I obtain one?](#)
- [How do I proceed with renewal if I am deployed by the military?](#)
- [I am retired or have been in the industry for 25 years, do I need to submit CECs?](#)
- [What happens if I don't renew my designation?](#)
- [I am behind on my renewal, what do I do now?](#)
- [Can I renew by mail or fax?](#)