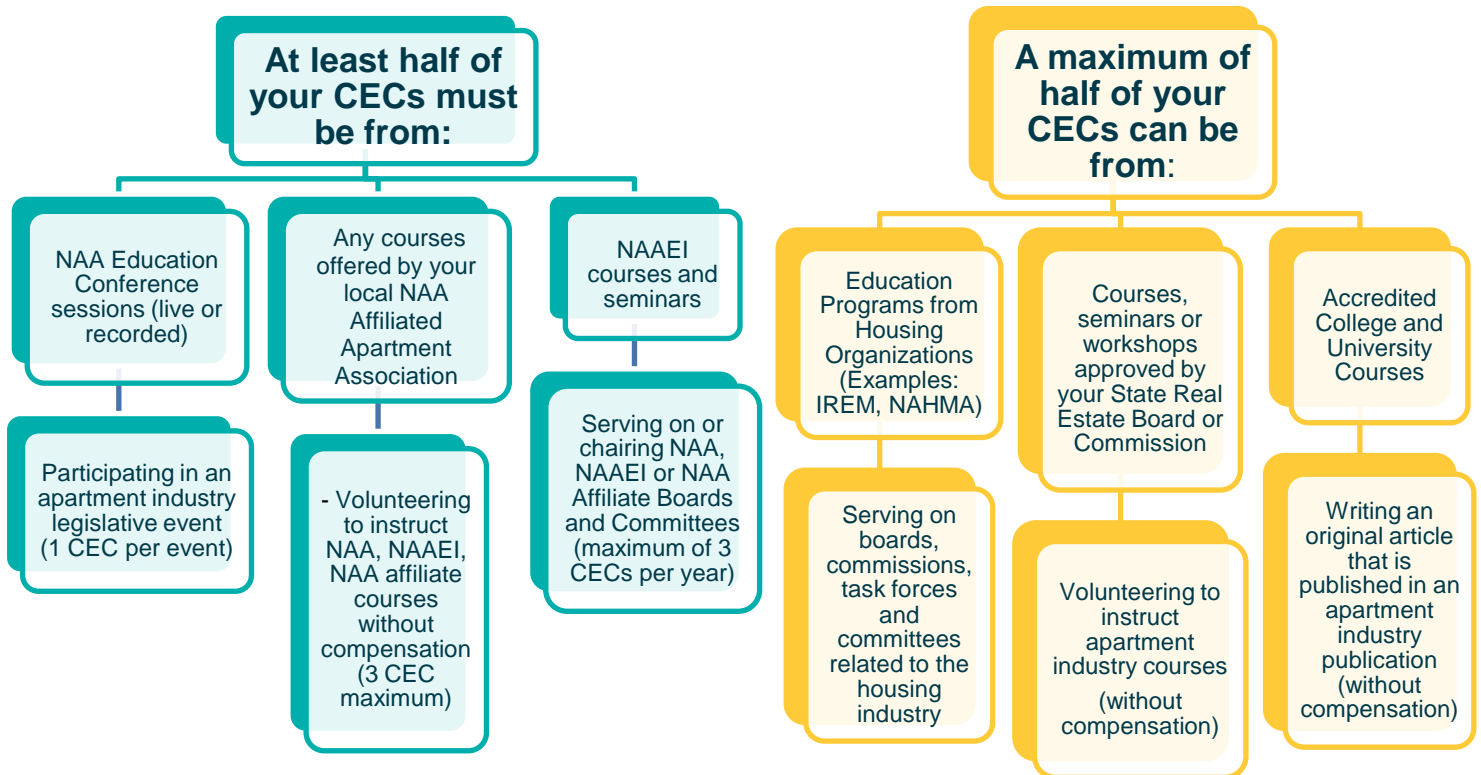




# WHAT'S IN A CEC?

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



- Designates who earned their designation in 2012 do not owe CECs
- All CECs submitted for the 2013 renewal should have been earned in 2012 (CECs from previous years will not count for the 2013 renewal)
- If you have more than one designation you can use the same CECs for both Example: 6 CECs fulfills the requirements for both the CAM and CAPS renewals
- Keep copies of your CEC reporting form and documentation in case your forms are lost by mail or fax
- NAAEI recommends you maintain a NAAEI CEC file folder to keep CEC information as you take courses through the year

## Fast CEC Facts

**\*Grace Hill courses are only accepted if taken through your local apartment association**



# ACCEPTED DOCUMENTATION

## Seminars, Courses or Education Programs

- Certificates of course completion
- Transcript or exam results
- Cancelled check or receipt of payment for education program
- CEC reporting form with signature from NAA affiliated apartment association staff
  - The CEC reporting form is the last 3 pages of your invoice and is available online here:  
<http://www.naahq.org/SiteCollectionDocuments/Education/2011%20CEC%20Reporting%20Form.pdf>

## Civic Service, Writing and Instruction/Training Activities

- Copy of page in directory or newsletter listing board/ committee members
- Copy of letter sent to designate to confirm board/committee appointment
- Copy of published article
- Copy of promotional piece, flyer or program listing course description, instructor and contact hours
- Copy of letter sent to confirm instruction/training assignment

# DON'T FORGET!

Partial submission of CECs may result in your CECs being incorrectly applied to your account. Please submit the total number of Continuing Education Credits (CECs) indicated on your invoice in one of three ways:

Online

- <http://www.naahq.org/education/designationprograms/renew>  
**Preferred!**

Fax

- (703) 797-0666

Mail

- NAA Education Institute  
4300 Wilson Blvd. Suite 400  
Arlington, VA 22203

CECs Required Per Designation Annually



Please contact [education@naahq.org](mailto:education@naahq.org) or 703-518-6141 ext. 108 for questions regarding CECs