



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).

At least half of your CECs must be from:

- NAA Education Conference sessions (live or recorded)
- Any courses offered by your local NAA Affiliated Apartment Association
- NAAEI approved courses offered live or online on visto^
- Participating in apartment industry legislative events (1 CEC per event)
- Instructing NAA, NAAEI or NAA Affiliate courses without compensation (3 CECs maximum)
- Serving on NAA, NAAEI or NAA Affiliate Boards and Committees (3 CECs maximum)

A maximum of half of your CECs can be from:

- Education Programs from Housing Organizations (Examples: IREM & NAHMA)
- Courses, seminars or workshops approved by your State Real Estate Board or Commission
- Courses taken at Accredited Colleges and Universities
- Serving on boards, commissions, & committees related to the housing industry
- Instructing apartment industry courses without compensation
- Writing articles published in apartment industry publications without compensation

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
- NAAEI offers a variety of online courses for Continuing Education Credit on its online learning platform, visto^
- NAAEI has a selection of Grace Hill courses for continuing education credit. Go to www.naahq.org/renew for a list of approved courses

CEC Requirements:

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

www.naahq.org/renew

Seminars, Courses or 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 www.naahq.org/renew

Volunteer Leadership, Training and Writing 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 the required number of Continuing Education Credits (CECs) in one of four ways:



online

naahq.org/renew



fax

703.797.0666



email

education@naahq.org



mail

Attention: NAAEI
4300 Wilson Blvd, Suite 800
Arlington, VA 22203

NAAEI has a selection of Grace Hill courses for continuing education credit. Go to naahq.org/renew for a list of approved courses.