



# 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



# 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](http://naahq.org/renew)

## 2021 CECs Required

	Annual CECs Required	Minimum number of In-Network CECs Required
<b>CAM</b>	6	3
<b>CAPS</b>	6	3
<b>CALP</b> <small>(Formerly NALP)</small>	3	2
<b>CAS</b>	3	2
<b>AIME</b>	3	2

## 2022 CECs Required

	Annual CECs Required	Minimum number of In-Network CECs Required
<b>CAM</b>	8	5
<b>CAPS</b>	8	5
<b>CALP</b> <small>(Formerly NALP)</small>	5	3
<b>CAS</b>	5	3
<b>AIME</b>	5	3

## 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](http://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](http://naahq.org/renew)

Credit card payments:  
[naahq.org/payments](http://naahq.org/payments)



**email**

[renewals@naahq.org](mailto:renewals@naahq.org)



**mail**

Attention: NAAEI  
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](http://naahq.org/payments)