



# CEC Requirements for Credential Renewal

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)
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A MAXIMUM OF 3 CECs CAN BE REPORTED FROM THE INDUSTRY 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
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## 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 Courses from NAA Partners
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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
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## Not Accepted:

Training that does not meet the criteria listed above	Corporate in-house training courses
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CECs Required	Annual CECs Required	Minimum number of In-Network CECs Required
CAM	8	5
CAPS	8	5
CALP <small>(Formerly NALP)</small>	5	3
CAS	5	3
AIME	5	3

## 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)

# ACCEPTED DOCUMENTATION

All documentation must include your name, training provider, session title, training date(s) and number of CECs (or schedule of training).

## 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

## Association and Industry Participation Activities

- Signed CEC Reporting Form or any of the following:
- 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

## Keep Your NAAEI Credentials Active!

The Platform for Apartment Credential Engagement (PACE) is the NEW way to renew your credential, update your account information and store/submit your CECs.

Platform for Apartment Credential Engagement



# PACE

[MY.NAAHQ.ORG](https://my.naaHQ.org)



**Need to update your contact information?**

Please call 833-86-MYNAA (69622)