



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 and Vision
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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 (Formerly NALP)	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

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



Missing a renewal invoice? Need to update your contact information?
Please call 833-86-MYNAA (69622)