**NAHP-e® CEU Tracking Form - 2016**

**Tracking Form - Year 2015**

**Tracking Form - Year 2013**

Continuing education is at the core of the NAHP-e® certification. Constant changes in governmental rules and procedures necessitate a continuing effort by professional managers to remain current in all aspects of property and/or asset management.

Courses for continuing education credit may be selected from any NAHMA/AHMA or ***industry-related*** instructional offerings. One continuing education unit (CEU) is equal to one hour of instruction/training. In order for an event to be considered as an eligible CEU, it must possess a published agenda and/or a specific topic area. Workshops, seminars and technical sessions can be used for continuing education if the event meets the above criteria. All courses are credited at the rate of one education unit for each instructional hour. **Professional level NAHP-e®s must submit 10 hours of continuing education annually.**

Please complete the reverse side of this form *or* submit **one** of the following for **each** event attended:

* Certificate of Attendance
* Certificate of Completion
* Attendance letter, or other event literature, with official sponsor verification

***All of the above must contain: topic, date and number of hours in duration***

* If you are an Instructor/Speaker/Presenter, you must submit a copy of the information that was presented. For a course that is more than one day in duration, you must submit a detailed outline of the material presented. You must include the length and date of presentation. *For material that is presented on an on-going basis, credit will be awarded* ***one time*** *only.*

Please complete the information requested below and sign the Statement of Accuracy. This profile must be completed and returned in 2017 with your annual renewal fee (include additional sheets if necessary). Retain a copy for your files.

## Name:

**Company**:

**Address**:

**City/State/Zip**:

**Telephone**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **E-mail**:

**Professional level NAHP-e®s must document 10(ten) hours of**

**Continuing education.**

##### Course/Event:

Sponsor:

Location (City/State):

Dates: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Hours of Attendance:

Printed Name of Instructor/Speaker:

##### Course/Event:

Sponsor:

Location (City/State):

Dates: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Hours of Attendance:

Printed Name of Instructor/Speaker:

##### Course/Event:

Sponsor:

Location (City/State):

Dates: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Hours of Attendance:

Printed Name of Instructor/Speaker:

###### *Statement of Accuracy*

By my signature below, I hereby affirm that all information provided herein is correct to the best of my knowledge. I further pledge myself to abide by the NAHP-e® Code of Ethics. I authorize the NAHMA Certification Review Board, or its designees, to verify all information for accuracy.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature Date