



Thank you for making a commitment to your career and the apartment industry!* Please read this packet and complete your designation renewal in a timely manner. Your designation renewal dues payment and Continuing Education Credit (CEC) report is due January 1, 2010. The deadline for submitting the required materials and avoid a \$50 reinstatement fee is March 31, 2010. All complete designation renewals must be postmarked or submitted electronically by that date.

NAAEI Designation Renewal is a two-step process.

1. Pay your designation renewal fee
2. Report Continuing Education Credits (CECs)

Failure to report Continuing Education Credits (CECs) by the March deadline will result in a \$50 reinstatement fee even if you have paid your designation renewal dues. If you earned your designation in 2009, you will not have to report Continuing Education Credits in 2010.

Designation Renewal Packet Checklist

Section 1: This Designation Renewal Letter, including your benefits as an NAAEI designate (on the back of this page)

Section 2: Your Designation Renewal Requirements

Section 3: Your 2010 Invoice

Section 4: Your 2010 CEC Reporting Form

You may renew your designation three ways:

Online (preferred method) at www.naaHQ.org/education/designationprograms/renew/ (Payment and CEC reporting)

Mail

NAA Education Institute
P.O. Box 758712
Baltimore, MD 21275

Fax 703/248-8370

Due to the heavy volume that we receive during each renewal period, NAAEI prefers that you submit your renewal information online, which provides an electronic backup of your documentation. If you choose to report through the mail or by fax, NAAEI strongly recommends keeping copies of supporting payment and CEC documentation.

On behalf of the NAAEI staff, thank you again and we look forward to serving you in 2010.

A handwritten signature in cursive script that reads 'Maureen Lambe'.

Maureen Lambe, CAE
Executive Vice President

*In these tough economic times, maintaining your designation is critical. More and more companies are contacting NAAEI to determine whether an employee or candidate's designation status is current before promoting or hiring.



Your 2010 NAAEI Designation Benefits

- Laminated designation card.
- Free subscription to *units* magazine and the weekly apartment industry newsletter, the *Industry Insider*.
- Discounted registration (Save \$100 off your registration) for 2010 NAA Education Conference & Exposition to be held at the Ernest N. Morial Convention Center, June 24-26, in New Orleans. **For Full Conference Registration, enter 10DES.** For Thursday ONLY, enter **10DES1**, Friday ONLY, enter **10DES2**. *This offer is valid until April 30, 2010.*
- **NEW!** Save \$50 on Specialist in Housing Credit Management (SHCM) Webinars, scheduled for consecutive dates in January 2010. Please check the NAA Web site for details.
- Discounted rate to purchase *Accessibility DVD*. Go to www.naahq.org/resources/store/ and click on "Videos". Be sure to click on "Limited Time Special Pricing for NAAEI Designates Only" to take advantage of this special offer.
- Free *Careers in Apartment Management DVD* and print collateral. To receive your free DVD or brochures, e-mail education@naahq.org and provide us with your mailing address.
- Access to the 2009 Survey of Operating Income & Expenses in Rental Apartment Properties. Go to www.naahq.org/resources/data/IES/ to view survey data.
- Access to www.ApartmentCareerHQ.org, the NAAEI Web site targeting those interested in careers in the apartment industry.
- **NEW!** In honor of the first-ever National Apartment Careers Month in February 2010, NAAEI wants you to try ApartmentCareerHQ.org to post your job listings. Use the code **NAAEI** and save 50% off your first package! *Limit one per customer, existing ApartmentCareerHQ.org customers are also eligible to save with this special offer.*
- NAAEI Dell Computer Discount. This discount offers significant savings on many Dell products! Go to www.dell.com/NAAEI to shop.
- Discounts on safety footwear and select work wear sold at all Sears Retail Stores. NAAEI Designates can download the NAAEI Sears Commercial Coupon to receive 10% off savings on virtually any work shoe at any Sears Retail store. Discount Craftsman products. Known for performance and value, Craftsman Tools and Equipment are offered to you by Sears Commercial. Visit www.naahq.org/education/designationprograms/Pages/default.aspx#benefits to download the coupons.
- You will be included in an online NAAEI Designate Directory, www.naahq.org/education/Pages/DesignateDirectory. Companies are increasingly checking designation status with NAAEI before promoting or hiring. In order to stay current with NAAEI, make sure that your contact information is correct. Log in to the NAA Web site and go to: www.naahq.org/memberonly/account/.



2010 Designation Renewal Requirements

Before you submit, here is some additional information:

All CECs required for the renewal period must be earned the previous year. For example, in 2010, you will report Continuing Education Credits earned during 2009. Credits earned prior to 2009 cannot be carried forward and reported in the 2010 renewal period.

Individuals who hold multiple NAAEI designations may use the same CECs for renewal of all designations. The total number of CECs that you must report is indicated on your invoice. (If you are an NALP, requiring 3 CECs, and a CAM, requiring 6 CECs, you must report a total of 6 CECs).

If designate renewal fees are unpaid on April 1, 2010, a second invoice will be mailed and a \$50 reinstatement fee must be paid along with your designation renewal fee.

Does NAAEI have your most up-to-date contact information, including your personal e-mail address and cell phone number? Updating your contact information on the NAA Web site takes only a few moments. Log in to the NAA Web site and go to: www.naahq.org/memberonly/account/. Find your User ID on your invoice.

CECs from NAA, NAAEI and NAA Affiliate Programs and Activities

One half of the required CECs per renewal period must be earned by attending NAA, NAAEI, or NAA affiliate courses, seminars, programs or activities. Attendance at regular membership meetings does not qualify for CECs.

The remaining half of required CECs may be obtained by:

- attending NAA, NAAEI, or NAA affiliate courses, seminars, programs or activities.
- attending education programs sponsored by other national associations or approved for state real estate board credit.
- completing industry-related courses offered by accredited career and technical schools, community colleges or universities.

A full description of accepted CECs may be found on the NAA Web site by visiting www.naahq.org/education/designationprograms/renew/

Failure to Meet NAAEI Designation Renewal Requirements

Designates who fail to submit renewal fees, sufficient CECs or sufficient documentation of CECs will become "inactive" in the NAA database and their *units* subscription will cease. Designates who allow their designation to fall inactive and lapse will be retained in the designate database with an inactive status for five years. After five years, the designate will be dropped from NAAEI records. A dropped status can't be reactivated and a former designate will have to retake the designation course.

Reinstatement

If a designate does not pay 2010 designation renewal fees and report Continuing Education Credits by March 31, 2010, he or she may reinstate their designation by paying the unpaid dues, a reinstatement fee of \$50 and reporting the required CECs.



2010 Designation Renewal Requirements

If the designate allows the date of expiration to exceed one year, the designate may reinstate the designation by paying an amount equal to current year plus up to two past years' past dues, the reinstatement fee of \$50 and reporting CECs from the current and immediate past year.

Emeritus Status

Individuals may claim Emeritus Status for any designation they hold provided they are: (1) retired and inactive in the apartment industry, (2) active in the apartment industry and are at least 55 years of age, or (3) active in the apartment industry and have 25 or more years of apartment industry experience.

To claim Emeritus Status, individuals must notify NAAEI in writing that requirements have been met and include documentation such as a resume or copy of a driver's license. Emeritus designates do not need to maintain annual CECs, but do have annual dues requirements as listed on your invoice.

NAAEI Designate Logo Usage

All NAAEI designates, upon successful completion of all required coursework, final examination and final project (NALP and CAM) as well as a current good standing as an NAAEI designate, are permitted to use the appropriate logo for their own professional use on stationery, business cards and letter head.

These designates are also permitted to use the acronym that is associated with the completed program following their name on any document, presentation or Web site. This acronym or acronyms may be used to signify the attainment of an NAAEI designation.

Full details of NAAEI Designate Logo Usage, including specifics for each designation, may be found on the NAA Web site by visiting: www.naahq.org/education/logos

NAA 2010 PARAGON Awards

Consider nominating yourself, your employee or another worthy NAAEI designate for the annual PARAGON Awards! The awards are: NALP of the Year, CAM of the Year, CAMT of the Year and Professional Designate of the Year. More information can be found at www.naahq.org/about/awards/



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