



CPO Continuing Education Tracking Form - Year 2015

Continuing education is at the core of the CPO® 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 *occupancy-related* instructional offerings from 01/01/2014-12/31/2014. 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. **CPO certificants must submit 6 (six) hours of Continuing Education per year.**

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 2015 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: _____

**CPO[®]s must document 6 (six) hours of
Continuing Education.**

1) **Course/Event:** _____

Sponsor: _____

Location (City/State): _____

Dates: _____ Hours of Attendance: _____

Printed Name of Instructor/Speaker: _____

2) **Course/Event:** _____

Sponsor: _____

Location (City/State): _____

Dates: _____ Hours of Attendance: _____

Printed Name of Instructor/Speaker: _____

3) **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 authorize the NAHMA Certification Review Board, or its designees, to verify all information for accuracy.

_____ Signature