



PROFESSIONAL DESIGNATION (PD) CONTINUING EDUCATION FILING GUIDELINES

(January 30, 2007)

- All members will receive their membership card prior to February 28th each year. This membership card contains the member's name, designations, if any, expiration date, and barcode.
- PD holders must use their membership card to earn PD credits through the electronic scanning process where available.
- All PD holders must use their current year membership card to receive PD credits. The previous year's card will work only through February 28th; however, credits will not be valid if dues have not been renewed by February 1st. After February 28th the old barcode card will not work, nor will credits be given if the old card is used.
- In order to avoid disruption of membership and PD status, all dues must be paid by February 1st of each year. If dues are not paid by February 1st, all rights and privileges, including the ability to maintain PD status and earn credits and the ability to access the Member's Only area of the CEA Web site, will be lost.
- All PD holders must scan in **AND** scan out for each education session they attend (you are allotted a total 10 minute window - if it is late or short on either end, you will NOT receive credit/unit). You will not receive credit if you only scan in and do not scan out and vice versa.

For example, Jane Doe scans in at 8:08 a.m. for an 8:00 a.m. session and then scans out at 8:57 a.m. for the same session that ends at 9:00 a.m. This reflects an eleven minute absence from the session, therefore, the scan is not valid and PD credit will not be issued.

- Any PD holder shall immediately report to the appropriate meeting registration desk, any scanning issue.
- Continuing Education credits (scanned credits) will be posted in the member's personal profile area, accessible by userid and password, on the CEA Web site.

- If you are using the 501 form, it **MUST** be stamped with the current cycle PD stamp (forms stamped with old cycle stamps will **NOT** be counted).
- 501 forms must be signed by a CEO or a CSEO.
- Do not include a copy of “scanned credits” with your year-end 502 form, but include all original signed and stamped 501 forms with your year-end 502 form.
- Any 502 forms submitted after December 31st must be accompanied by a \$40.00 filing fee for each year in which the forms are late. For example, 502 forms filed in 2007 for credits earned in 2006, will incur a late fee of \$40.00. 502 forms filed in 2008 for credits earned in 2006, will incur a late fee of \$80.00. 502's will be posted by the end of February of each year.

Please reference your annual PD letter and additional PD documents for further details regarding obtaining/earning credits and other general, important information.

www.ceaescrow.org