

**May 17, 2011**

**EDUCATIONAL FACILITIES MANAGERS ASSOCIATION  
OF BRITISH COLUMBIA**

**CERTIFICATION HANDBOOK**

**TABLE OF CONTENTS**

**PART 1: CERTIFICATION FRAMEWORK AND PROCEDURES**

**OVERVIEW**

**GOALS FOR SCHOOL PLANT PROFESSIONAL CERTIFICATION**

**MEMBER SERVICES**

**CODE OF ETHICAL PRACTICES**

**STANDARDS OF PROFESSIONAL KNOWLEDGE AND SKILL**

**THE CERTIFICATION PROCESS**

**STEPS TO BECOMING CERTIFIED**

**UPGRADING TO A HIGHER CERTIFICATION LEVEL**

**RENEWAL REQUIREMENTS**

**EQUIVALENCY**

**DENIAL AND REVOCATION OF CERTIFICATION**

**APPEALS**

**FEE SCHEDULE**

**APPLICATION FEES**

**RENEWAL FEES**

**THE APPLICATION PROCESS**

**PROGRAM STRUCTURE**

**HIERARCHICAL LEVELS**

**CERTIFICATION LEVELS AND DESIGNATIONS**

**PART 2. APPENDICES**

---

**EDUCATIONAL FACILITIES MANAGERS ASSOCIATION**  
**OF BRITISH COLUMBIA**  
**CERTIFICATION HANDBOOK**

---

## **1.0 OVERVIEW**

The CEFM certification program reflects a dedication to setting the highest standards for professionals in the management, maintenance and operation of educational buildings in Canada. The program is a joint venture between Alberta Educational Facilities Administrator Association (AEFAA) and the Educational Facilities Managers Association of British Columbia (EFMA BC).

The intent of this certification program is to advance the educational facility maintenance and operations practice through the development and implementation of a valid, credible, and reliable certification system. The certification program establishes identifiable career paths and promotes the development of a future workforce that can assure the continued growth of this practice.

To ensure the highest degree of professionalism and competency, all certified professionals must take a minimum number of continuing education units (CEUs) to maintain their certification. This requirement ensures certified practitioners always possess the most up-to-date knowledge and stay current in their skills and knowledge. Certification constitutes recognition by both organizations that, to its best knowledge, an applicant meets the minimum educational, experience, and ethical standards adopted by both organizations.

All AEFAA and EFMA BC members in good standing are eligible for certification, by submitting an application, fulfilling specified requirements in accordance with the regulations of AEFAA and EFMA BC and by practicing facility management at a high level of ethical standards. School Districts and post-secondary Institutions can also become district members in AEFAA and EFMA BC and have their employees certified in Levels 1, 2 or 3. All information in this Handbook and the Certification Application Form can be found on the AEFAA and EFMA BC website.

### **Background Information**

Through an initiative of the staff of Alberta Education, AEFAA (aka SPOSA) was formed in 1971, and achieved recognition as a Society in 1974. Its mission is "to work in partnership with Alberta education school jurisdictions in providing teaching and learning environments which promote excellence in education."

EFMA BC (SPOA) held its inaugural meeting in Duncan, B.C. in 1964, with approximately twelve interested school plant supervisors attending. They met for the purpose of forming an association that would benefit school plant officials from all districts throughout British Columbia.

The primary focus of this initiative is to provide a means of certifying people who work in school plants in Alberta and British Columbia.

### **GOALS FOR CERTIFIED EDUCATIONAL FACILITIES MANAGERS (CEFM) CERTIFICATION**

- To improve and promote, on a continuing and systematic basis, the level of professionalism in the educational facility management field.
- To provide recognition to those who have proven knowledge of the general principles and practices of educational facility management, and who have demonstrated a high level of achievement and conduct in the practice of the educational facility management profession.
- To educate the public, particularly education management officials that the practice of educational facility management calls for special training and experience.
- To inform the public, education management officials and other prospective members of the education management practices of the qualifications of educational facility management professionals.
- To encourage and assist educational facility management professionals in maintaining and increasing their knowledge and competence through continuing education and professional development activities.
- To encourage educational facility management professionals to participate regularly in the various activities offered to members of AEFAA/EFMA BC.

### **MEMBER SERVICES**

AEFAA and EFMA BC are continually developing services to meet the needs of its members. Some of these include:

- A website with complete instructions for certification and upgrading from one level to another as well as other valuable information.
- Members are listed in the roster of Certified Professionals available at the administrative office of AEFAA and EFMA BC.
- On payment of fees, an updated certificate is presented for display.
- CEFM designation which can be used after a surname on business cards and in other ways.
- Periodic newsletter with updates.
- Annual meeting of the membership during the annual conference of AEFAA/EFMA BC
- Promotion of qualifications of members to the educational facility management sector.
- Opportunity to network electronically or at conferences and meetings with other members.
- Provides a competitive edge to those who are certified over non-certified professionals.
- Provides confidence to educational facility employers needing consistently qualified professionals in the field.

### **CODE OF ETHICAL PRACTICES**

AEFAA/EFMA BC expects their members to follow high standards of ethical practices. Members agree to adhere to these principles. There will be times when a member senses an ethical problem. These principles will be helpful at such times, although no statement of ethics will cover all questionable situations.

## **STANDARDS OF PROFESSIONAL KNOWLEDGE AND SKILL**

- Members will strive to do their best work at all times, bringing the highest standard of professional knowledge and skill to their practice. This will include holding high standards regarding quality control and ongoing evaluation.
  - Members are committed to personal and professional development and seek to be fully knowledgeable of best practices in this dynamic and changing field.
  - Members will make information available on their qualifications to others. They will provide an updated and accurate profile/resumé when requested.
  - Members render only those services in which they are competent and they seek expert advice when necessary.
- 

## **2.0 THE CERTIFICATION PROCESS**

All applicants are expected to be AEFMA and EFMA BC members in good standing.

### **STEPS TO BECOMING CERTIFIED**

Applicants applying for the first time to AEFMA/EFMA BC certification must complete the Application Form (Appendix A). In applying, the applicant should follow the Application Form carefully as all the steps are explained and the requirements for documentation fully outlined.

### **UPGRADING TO A HIGHER CERTIFICATION LEVEL**

Upgrading can be done after one year in the new position.

### **RENEWAL REQUIREMENTS**

Certified members must renew their certification every three years. This requires documentation of 12 Continuing Education Units (CEUs) per year. A Continuing Education Unit Documentation Form can be found in Appendix B at the end of this Handbook. It is recommended that members make copies of this form and keep a file of CEUs as they achieve them throughout the three year period.

A few months prior to renewal, AEFMA and EFMA BC's administrative offices will send out a renewal form. This form should be completed and sent in. Each certified member is expected to keep track of Continuing Education Units for re-certification and submit them for approval. The overall purpose of asking members to continue to accumulate CEUs is to encourage continuous learning and the building of new skills. It is the responsibility of the certificate holder to ensure that his or her certification(s) remain valid.

## **EQUIVALENCY**

The basic requirements for any level of certification are specified in this Handbook. However, if equivalency can be demonstrated as outlined below, this will substitute for the lack of educational requirements or direct experience.

The applicant must make a case for equivalency. He/she should particularly reference the relevant core competency. As well as providing evidence in writing, the applicant should also submit third party evidence of completion of courses, leadership given, and other ways the person has gained. Part of the equivalency requirement is a review of the information submitted by the applicant by the AEFAA/EFMA BC Certification Committee and the Executive Director to test its quality, breadth/depth and applicability.

In applying for equivalency, the applicant should specifically request an equivalency and submit the information to the best of his/her ability.

The equivalency rating is for AEFAA/EFMA BC purposes only and has no standing beyond AEFAA/EFMA BC.

## **DENIAL AND REVOCATION OF CERTIFICATION**

Certification may be denied or revoked by the Certification Committee for any of the following reasons:

- Inaccurate information about professional employment experience.
- Inaccurate information about academic background.
- Employment or academic background is insufficient.
- Inadequate documentation of professional development credits.
- Insufficient competencies to meet the standards.
- Fees are not paid in a timely manner.
- Documentation for re-certification, after 3 years, is not submitted.
- If there is a violation of professional ethics.

## **APPEALS**

Applicants for certification, re-certification and upgrade are entitled to appeal negative decisions made by the Certification Committee of AEFAA/EFMA BC. A letter of appeal should be submitted to the AEFAA/EFMA BC requesting an official review of the decision. The Appeal Committee, Executive of AEFAA/EFMA BC, on receiving the documentation, will carry out a review to assure that no mistakes have been made in how the application was originally processed. If mistakes are found, and the applicant is believed to have sufficient qualifications for the level of certification sought, the Appeal Committee may recommend acceptance.

If the appeal is not accepted by the Appeal Committee, the Committee will provide an explanation to the applicant in order to achieve certification.

Appeals must be received and dispensed with in a timely manner. Letters of appeal must reach the AEFAA/EFMA BC office within 60 days of the completion of the first certification decision. The Appeal Committee review must be completed within 60 days of the receipt of the letter of appeal.

## **FEE SCHEDULE**

The AEFAA/EFMA BC Certification Program is a self-funded program. Its costs for operations come from application and renewal fees.

**APPLICATION FEES        \$ 100**

**RENEWAL FEES            \$100**

Application and renewal fees are paid at the time of admission to AEFAA and EFMA BC certification process. Renewal fees are due on receipt of the invoice

### **3.0 THE APPLICATION PROCESS**

To become certified all applicants must complete the Application for Certification, pay the application, have appropriate experience and education. Application instructions and fee schedules are listed on the application. After applications are received at the AEFAA/EFMA BC office, applicant information is compiled in the certification database. An application receipt is then mailed to each applicant if requested. The experience and education given on the application are then reviewed by AEFAA/EFMA BC staff. Next, the applications are reviewed by the local Certification Committee. Prior to approval the certification committee may request an interview with the applicant for clarification and suitability.

**Issue of Certificate:** Certificates will be used to all successful candidates during the AGM at the Spring Conference. A letter of successful completion will be issued within three to four weeks of certification approval.

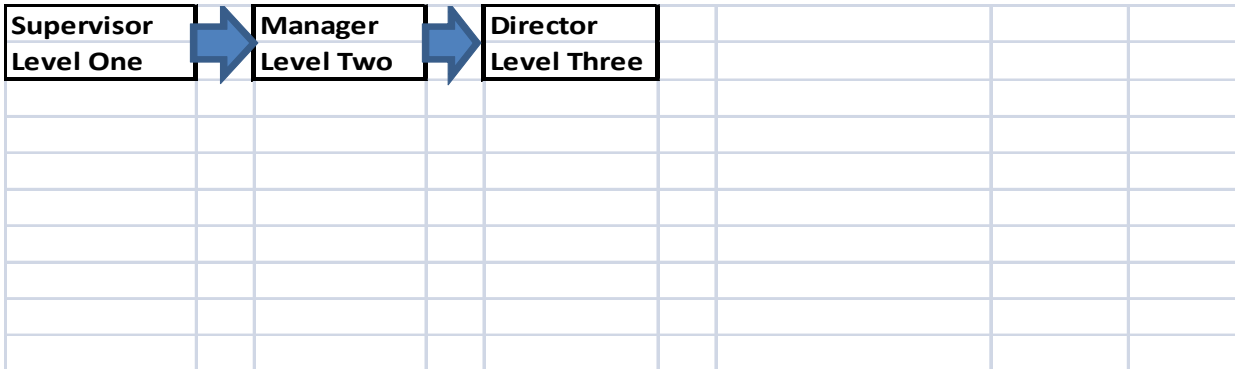
### **4.0 PROGRAM STRUCTURE**

#### **BACKGROUND**

The Certified Educational Facilities Maintenance/Operation professional certification describes the effective management of facility maintenance and operations. Levels 1 to III are composed of Educational Facilities Maintenance /Operations certifications.

## HIERARCHICAL LEVELS

The figure below diagrams the certification structure. At the entry level is Certified Educational Facilities Maintenance/Operations Level 1 (Supervisor).



Certificate holders are expected to demonstrate a wide range of knowledge, skills, and abilities because they should be able to perform the essential duties of their jobs at any educational facility. Certification also involves competency as supervisors in the applicant's area of specialization.

## CERTIFICATION LEVELS AND DESIGNATIONS

### CERTIFIED EDUCATIONAL FACILITIES MAINTENANCE/ OPERATION OFFICIAL LEVEL One (1) - SUPERVISOR

Educational Facilities Maintenance Professional Level I Certification is designed to demonstrate competency at the entry and basic working level. More specifically, Level I certification implies competence in the knowledge, skills and abilities required to perform the Essential Duties of an entry level Educational Facilities Maintenance Official.

#### ELIGIBILITY CRITERIA

Type of Activity	Typical Route
Education	Grade 12
Experience	2 -4 years experience in building maintenance & operation
Qualifications	-40 hours management education training -Demonstrated ability to plan, supervise, and evaluate, with minimal direction the work of a diversified staff -Demonstrate ability to budget and effectively control expenditures
Certification	Yes, by EFMA BC/AEFAA
Examination	No
Proof of qualification	Reviewed individually by Certification Committee

## ESSENTIAL CORE COMPETENCIES

Individuals certified as Level I Educational Facilities Maintenance Professional are expected to possess acceptable competency when performing the tasks that are necessary for entry-level responsibilities.

## CERTIFIED EDUCATIONAL FACILITIES MAINTENANCE/OPERATION OFFICIAL LEVEL TWO (2) – MANAGER

Certified Educational Facilities Maintenance Professional Level 2 certification is designed to demonstrate competency at the skilled or journeyman level. Demonstrates in-depth ability to perform complex tasks, without supervision, IN ADDITION TO LEVEL ONE core competencies.

## ELIGIBILITY CRITERIA

Eligibility criteria are summarized in the table below.

Type of Activity	Typical Route	
Education	-Journeyman(TQ) Certificate -Completions of relevant BOMA courses working towards FMA,SMT/SMA designation	
Experience	4-8 years experience in building design and construction management along with building maintenance & operation	
Qualifications	-80 hours management education training -Thorough knowledge of mechanical and building systems, building codes, standards and regulations -Supervisory skills in overseeing a work force of various trades	
Certification	Yes, by EFMA BC/AEFAA	
Examination	No	
Proof of qualification	Yes, reviewed individually by EFMA BC/AEFAA Certification Committee	

Certified Educational Facilities Maintenance Professional Level 2 certification is designed to demonstrate competency at the skilled or journeyman level. Demonstrates in-depth ability to perform complex tasks, without supervision, IN ADDITION TO LEVEL ONE core competencies.



## ESSENTIAL CORE COMPETENCIES

Individuals certified as Level 2 Educational Facilities Maintenance Professional are expected to possess acceptable competency when performing the tasks that are necessary for entry-level responsibilities. These necessary tasks are known as the Required Core Competencies. The certification indicates knowledge, skills and abilities required to perform the required core competencies.

### **CERTIFIED EDUCATIONAL FACILITIES/ MAINTENANCE OPERATIONS OFFICIAL LEVEL Three (3) – DIRECTOR**

Level III Certification is designed to demonstrate competency at the lead or advanced technical level and supervisory core competencies. More specifically, Level III certification implies competence in the knowledge, skills and abilities required to perform the essential duties of a lead or advanced school plant maintenance official, i.e. To provide leadership, supervision and maintenance of the sanitation, cleanliness and safety for the physical plant and grounds.

### **ELIGIBILITY CRITERIA**

<b>Type of Activity</b>	<b>Typical Route</b>
Education	-Post secondary education with degree or diploma in civil, mechanical or architecture. -Completion BOMA, BCIT Designation/certification or diploma or similar certifications
Experience	8+ years in building design and construction management along with building maintenance and operation
Qualifications	-P. Eng or MAIBC or AscT designation -120+ hours management education -Thorough knowledge of mechanical and building systems plus the ability to read and understand building construction plans and specifications
Certification	Yes, by EFMA BC/AEFAA
Other proof of qualification	Reviewed individually by EFMA BC/AEFAA Certification Committee

## ESSENTIAL CORE COMPETENCIES

Individuals certified as Level 3 Educational Facilities Operations Professionals are expected to possess acceptable competency when performing the tasks that are necessary for advanced supervisory responsibilities. These are outlined under the required core competencies. The certification measures knowledge, skills and abilities required to perform the required core competencies.

**APPENDIX A**

**EDUCATIONAL FACILITIES MANAGERS ASSOCIATION OF  
BRITISH COLUMBIA**

---

**APPLICATION FOR CERTIFICATION**

---

**I. INSTRUCTIONS TO APPLICANTS**

1. Read all the instructions carefully. Incomplete or improperly prepared applications will be returned. Faxed applications are not accepted. Applications without supporting documents attached will be returned.
2. Applications must be typed or printed neatly in ink.
3. Attach photocopies of your certificate, validation card, and/or college transcripts.
4. Mail this form, a check or money order in the amount of the application fee, and all supporting documents to \_\_\_\_\_. Make your check payable to \_\_\_\_\_. You will be mailed an application receipt about 3 weeks after the application deadline.
5. Application/renewal submission deadline is the 15 day of February with 'new' certificate presentation at June conference.

**Fees**

**Application for Certification**

<b>Initial Certification</b>	<b>ALL LEVELS</b>	<b>\$150.00</b>
------------------------------	-------------------	-----------------

**Certificate Renewal (Every 3 Years)**

Educational Facilities Maintenance/Operations Official	LEVEL 1	\$ 100.00
Educational Facilities Maintenance/Operations Official	LEVEL 2	\$ 100.00
Educational Facilities Maintenance/Operations Official	LEVEL 3	\$ 100.00

**II. APPLICATION INFORMATION**

This is an application for certification in (check one):

- Educational Facilities Maintenance/Operations Official Level 1
- Educational Facilities Maintenance/Operations Official Level 2
- Educational Facilities Maintenance/Operations Official Level 3

Your Name: \_\_\_\_\_ (please print)

**BIOGRAPHICAL INFORMATION**

Name \_\_\_\_\_  
(last) (first) (middle)

Mailing address \_\_\_\_\_

Work phone \_\_\_\_\_ cell \_\_\_\_\_ fax \_\_\_\_\_

E-mail (optional): \_\_\_\_\_

Current member of AEFAA/EFMA BC?  yes  no \_\_\_\_\_ # of years

**SPONSOR: (Requirement)**

1. Name: \_\_\_\_\_

Employer and Position Title: \_\_\_\_\_

Relationship: \_\_\_\_\_

Years Associated: \_\_\_\_\_

Willing to Sponsor for Certification as: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Phone: \_\_\_\_\_

**WORK HISTORY:** (Relevant to maintenance, operations and/or management – current to past.  
Please use additional pages, if necessary.)

1. Employer \_\_\_\_\_

Title: \_\_\_\_\_

Employed from : \_\_\_\_\_ to \_\_\_\_\_

Immediate Supervisor: \_\_\_\_\_ Phone #: \_\_\_\_\_

Describe Core Responsibilities: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. Employer \_\_\_\_\_

Title: \_\_\_\_\_

Employed from : \_\_\_\_\_ to \_\_\_\_\_

Immediate Supervisor: \_\_\_\_\_ Phone #: \_\_\_\_\_

Describe Core Responsibilities: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. Employer \_\_\_\_\_

Title: \_\_\_\_\_

Employed from : \_\_\_\_\_ to \_\_\_\_\_

Immediate Supervisor: \_\_\_\_\_ Phone #: \_\_\_\_\_

Describe Core Responsibilities: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4. Employer \_\_\_\_\_

Title: \_\_\_\_\_

Employed from : \_\_\_\_\_ to \_\_\_\_\_

Immediate Supervisor: \_\_\_\_\_ Phone #: \_\_\_\_\_

Describe Core Responsibilities: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Please submit along with this application;**

1. Your organization chart clearly showing your position and reporting relationships.
2. Position descriptions and business card (if you do not have a position description, attach a written description of your position).

**EDUCATION AND TRAINING**

***ATTACH COPIES OF TRANSCRIPTS OR CERTIFICATES OF COMPLETION AS PROOF***

<b>EDUCATION</b>	<b>DIPLOMA</b>	<b>CERTIFICATE DEGREE</b>	<b>CERTIFICATE</b>	<b>DEGREE</b>	<b>JOURNEYMAN</b>	<b>OTHER</b>
<b>a. Secondary</b>						
<b>b. Post Secondary</b>						
• Trade School						
• College						
• University						
• Other						



--	--	--	--	--	--	--	--	--	--	--	--	--

**SPOSA/EFMA BC Events Attended in the Past 2 Years:**

•
•
•
•

**Positions Held in AEFAA/EFMA BC:**

•
•
•
•

**USE ADDITIONAL SHEETS TO LIST ADDITIONAL EDUCATION, TRAINING AND EXPERIENCE. DO NOT FORGET TO ATTACH TRANSCRIPTS IF YOU ARE USING EDUCATIONAL CREDITS.**

**SIGNATURE OF APPLICANT**

I, the undersigned, certify that I am the above named applicant; that all statements made and information contained in the above application are true and correct to the best of my knowledge and belief; that I understand that any omissions or misrepresentations may result in ineligibility of the examination being applied for or revocation of any certificate granted. I also consent to a thorough investigation of my employment records and other qualifications in related activities for the purpose of verification of my qualifications for the certificate for which I have applied. I have read and understand the policies listed on Page 4 of this application.

DATE: \_\_\_\_\_ Signature of Applicant: \_\_\_\_\_

---

**APPENDIX B**

**EDUCATIONAL FACILITIES MANAGERS ASSOCIATION OF BRITISH  
COLUMBIA**

---

**CONTINUING EDUCATION UNITS DOCUMENTATION FORM**

---

Name \_\_\_\_\_

**OPTION 1 – Course Credits**

- Participating in on-site training – 1 CEU for every hour of training
- Attend training conferences or workshops – 1 CEU for every hour of attendance
- Complete courses offered by post secondary institutions – 1 CEU for every hour of course

Note: Attach verification of successful completion of the course which includes the name of the sponsoring organization, title and date(s) of the program, the number of hours attended (for self-study courses list the number of hours necessary to complete the course as defined by the sponsoring organization).

Course Title: \_\_\_\_\_

Course Sponsor: \_\_\_\_\_

Location: \_\_\_\_\_

Dates: \_\_\_\_\_ Hours Completed: \_\_\_\_\_

Course Title: \_\_\_\_\_

Course Sponsor: \_\_\_\_\_

Location: \_\_\_\_\_

Dates: \_\_\_\_\_ Hours Completed: \_\_\_\_\_

Course Title: \_\_\_\_\_

Course Sponsor: \_\_\_\_\_

Location: \_\_\_\_\_

Dates: \_\_\_\_\_ Hours Completed: \_\_\_\_\_

Course Title: \_\_\_\_\_

Course Sponsor: \_\_\_\_\_

Location: \_\_\_\_\_

Dates: \_\_\_\_\_ Hours Completed: \_\_\_\_\_

Course Title: \_\_\_\_\_

Course Sponsor: \_\_\_\_\_

Location: \_\_\_\_\_

Dates: \_\_\_\_\_ Hours Completed: \_\_\_\_\_



---

**TOTAL POINTS EARNED VIA OPTION 1: Hours of education completed x 1 = \_\_\_\_\_ CEU**  
**Points/Year** \_\_\_\_\_

Name \_\_\_\_\_

### **OPTION 2 – Professional Accomplishments**

- Writing an article for publication that is related to your profession – 2 CEUs.
- A copy of the article must be enclosed
- Preparing and giving a presentation that is related to your profession – 2 CEUs
- Verification of the presentation must be enclosed.

Original article or research report published

Journal: \_\_\_\_\_ Publication Date: \_\_\_\_\_

Presenter at a workshop or conference related to maintenance, custodial and/or management.

**Sponsoring Organization/Name of Conference:** \_\_\_\_\_

Location of Presentation: \_\_\_\_\_ Presentation Date: \_\_\_\_\_

: \_\_\_\_\_

---

**TOTAL POINTS EARNED VIA OPTION 2: Hours contributed x2 = \_\_\_\_\_ CEU**  
**Points/Year** \_\_\_\_\_

### **OPTION 3 – Board/Committee/Zone Representative/Spring Conference**

- Serve as an Executive on the EFMA BC Board = 9 CEU's in each year served
- Serve as a Committee Member or Zone Rep on behalf of EFMA BC = 3 CEU's in each year served
- Attend the Annual EFMA BC Conference & Pro-D Sessions = 6 CEU's in year attended

EFMA BC Board Position Held: \_\_\_\_\_ Year: \_\_\_\_\_ Points Earn

Committee Member Position Held: \_\_\_\_\_ Year: \_\_\_\_\_ Points Earn

Zone Representative Position Held: \_\_\_\_\_ Year: \_\_\_\_\_ Points Earn

EFMA BC Annual Conference Attended At: \_\_\_\_\_ Year: \_\_\_\_\_ Points Earn

---

**TOTAL POINTS EARNED VIA OPTION 3: Total Points Earned = \_\_\_\_\_ CEU**  
**Points/Year** \_\_\_\_\_

---

**OPTION 4 – Association Memberships**

- Being an active member of an industry related association (such as EFMA BC, AEFAA BOMI Institute, BOMA, IFMA, CEFPI,ASHRAE) in the years parallel to your current CEU cycle = 1 CEU’s in each year served
- Verification of memberships must be enclosed.

Organization: \_\_\_\_\_ Membership Year: \_\_\_\_\_ Points Earn \_\_\_\_\_  
 Organization: \_\_\_\_\_ Membership Year: \_\_\_\_\_ Points Earn \_\_\_\_\_  
 Organization: \_\_\_\_\_ Membership Year: \_\_\_\_\_ Points Earn \_\_\_\_\_  
 Organization: \_\_\_\_\_ Membership Year: \_\_\_\_\_ Points Earn \_\_\_\_\_  
 Organization: \_\_\_\_\_ Membership Year: \_\_\_\_\_ Points Earn \_\_\_\_\_

---

**TOTAL POINTS EARNED VIA OPTION 4:**                      **Total Points Earned** = \_\_\_\_\_ **CEU**  
**Points/Year** \_\_\_\_\_

---

**SUMMARY OF CEU POINTS FOR CEU CYCLE**

Name \_\_\_\_\_

<b><u>YEAR 1</u></b>			
OPTION 1	COURSE CREDITS	_____	CEU PTS E
OPTION 2	PROFESSIONAL ACCOMPLISHMENTS	_____	CEU PTS E
OPTION 3	BOARD/COMMITTEE/ZONE/CONFERENCE ATTENDANCE	_____	CEU PTS E
OPTION 4	ASSOCIATION MEMBERSHIPS	_____	CEU PTS E
	<b>YEAR TOTAL</b>	_____	
<b><u>YEAR 2</u></b>			
OPTION 1	COURSE CREDITS	_____	CEU PTS E
OPTION 2	PROFESSIONAL ACCOMPLISHMENTS	_____	CEU PTS E
OPTION 3	BOARD/COMMITTEE/ZONE/CONFERENCE ATTENDANCE	_____	CEU PTS E
OPTION 4	ASSOCIATION MEMBERSHIPS	_____	CEU PTS E
	<b>YEAR TOTAL</b>	_____	
<b><u>YEAR 3</u></b>			
OPTION 1	COURSE CREDITS	_____	CEU PTS E
OPTION 2	PROFESSIONAL ACCOMPLISHMENTS	_____	CEU PTS E
OPTION 3	BOARD/COMMITTEE/ZONE/CONFERENCE ATTENDANCE	_____	CEU PTS E
OPTION 4	ASSOCIATION MEMBERSHIPS	_____	CEU PTS E

	<b>YEAR TOTAL</b>	_____	
	<b>TOTAL CONTINUING EDUCATION UNITS THIS CYCLE</b>	_____	