

Continuing Education Information

Most professional designations/accreditations require continuing education (CE), documented, to maintain a current standing with their issuing body.

While there are many differences in requirements across accrediting organizations, there are some distinct areas of commonality.

- Topic Appropriate/Relevant to the practice of the professional accreditation
- Presenter knowledgeable in the topic
- Minimum 50 minutes of presentation for each learning hour of credit
- An outline or handout, or other evidence of the topic covered and information learned
- Record of attendance, either via RSVP records, sign in and/or sign out protocol
- Honor system the ultimate basis for self reporting
- License number or other unique identifier tagged to the attendee

To the extent that any issuing body requires the minimum standards listed above, our organization follows these guidelines, and maintains an audit trail for these purposes. For more information on accepted standards for continuing education, consult the International Association for Continuing Education and Training (IACET) at <http://www.iacet.org/>

CE can be indicated by slightly varying names across professions, including the addition of a word (ie: CLE = continuing legal education, CPE – continuing professional education), or a different name entirely. It can vary significantly in sub-categories (ie: Architects must decide which category any given program might apply to in documenting and recording CE, engineers vary greatly by type of engineering expertise). Ultimately, the best source of information on the exact requirements for CE must come directly from the issuing body itself, and each professional is ultimately responsible for knowing the requirements to fulfill CE credits.

There are increasing levels of requirements for fulfilling continuing education credits that may or may not be available from standard meeting providers. For example, some issuing bodies may require CE be received only from licensed providers, or may require that any program stating CE credits are available must be screened or registered in advance for credit.

For information on common professional accreditation bodies found within our client network, please reference the table on the back page of this handout.

Continuing Education Information

Profession	Accrediting Body	Website
Accounting	State Board of Accountancy Arizona Society of CPA's	http://www.azaccountancy.gov/ http://www.ascpa.com/Content/Home.aspx
Business Valuation and Appraisal	National Association of Certified Valuers and Analysts	http://www.nacva.com/
Architecture	State Boards of Architecture Association of Architects	http://www.btr.state.az.us/ http://aia-arizona.org/
Construction Management	Construction Management Association	http://cmaanet.org/
Energy Managers	Association of Energy Engineers	https://www.aeecenter.org
Engineering	State Boards, depending upon sub specialty	http://www.ncees.org/
Estate Planning	National Association of Estate Planners and Councils	www.naepc.org
Facilities Maintenance	International Facilities Management Association	http://www.ifma.org/
Financial Analyst	Chartered Financial Analyst Institute	https://www.cfainstitute.org/pages/index.aspx
Financial Planning	Financial Planning Association	http://www.fpanet.org/
Fundraising	Association of Fundraising Professionals	http://www.afpnet.org/
Interior Design	American Society of Interior Designers	http://www.asid.org/
Life Insurance	State Licensing Board	http://www.id.state.az.us/
CLU/ChFC	Society of Financial Service Professionals	http://www.financialpro.org/
	The American College: Professional Achievement in Continuing Education	http://www.theamericancollege.edu/ce-continuing-education/pace
Law	State and County Bar Associations	http://www.azbar.org/ http://www.maricopabar.org/
Landscape Architects	American Society of Landscape Architects	http://www.asla.org/
LEED accredited professionals	Green Building Certification Institute:GBCI	www.gbci.org
Medical Doctors	Arizona Board of Medicine Arizona Medical Association	http://azmd.gov/ http://www.azmedassn.org/
Paralegal	National Association of Legal Assistants	http://www.nala.org/certification.aspx
Pension Planning	CEBS	http://www.ifebp.org/CEBSDesignation/Overview/
Planned Giving	CSPG: American Institute for Philanthropic Studies	http://www.plannedgivingedu.com/subs/certified.shtml
Trust Administration	CTFA: American Bankers Association	http://www.aba.com/ICB/CTFA.htm
Project Managers	Project Management Institute	http://www.pmi.org/
Private Fiduciaries	Arizona Fiduciaries Association	http://www.azfid.org/
Real Estate Agents and Brokers		
Urban Planners	American Planning Association	http://www.planning.org/