



Continuing Education Units Verification Form

Please refer to instructions included in this document before completing this form. If you have any questions, please contact AEFAA at aefta.executive@gmail.com. Submit this Verification Form when the entire 36-point requirement has been completed and attach supporting documentation. All documented CEU points must be completed during your current cycle dates.

Personal Information

First Name: _____ Middle Name: _____ Last Name: _____

Home Address: _____ City: _____ Postal Code: _____

Email Address: _____ Phone Number: _____

Professional Information

Company Name: _____

Company Address: _____ City: _____ Postal Code: _____

Work Phone: _____ Fax Number: _____

Preferred Address

☐ Home ☐ Business

AEFAA Information

Renewal Period Start Date: _____ Renewal Period End Date: _____

CONTINUING EDUCATION UNITS VERIFICATION INSTRUCTIONS

Address/Contact Information – Please enter both home and business address and indicate your preferred address. Enter phone number(s) and email address.

Start/Renewal Dates – Please enter the start and end dates of your renewal period. Please refer to your certificate for your current dates.

Date of Points – Enter date(s) points were acquired.

Number of Points – Enter total number of points.

Description – Enter options from list below. Verification must be enclosed. Please refer to the AEFAA Certification Manual for more detailed information.

CONTINUING EDUCATION UNIT OPTIONS

1. **Education Credit** – Enter name of industry-related course. One (1) CEU point awarded for each hour of instruction. For courses with exam component required for successful completion, graduate must pass exam.
2. **Professional Accomplishment**
 - a. **Publications** – Writing an article for publication that is related to your profession – Two (2) CEU points for every hour of writing or research. Copy of the article must be enclosed.
 - b. **Presentations** – Preparing and giving a presentation that is related to your profession – Two (2) CEU points for every hour of the presentation and every hour of preparing the presentation including research. Verification of the presentation must be enclosed.
3. **Executive Membership** – Serve as an Executive on the AEFAA board. Six (6) CEU points awarded for each year you serve.
4. **Committee Membership** – Serve as a committee Member or Zone Rep on behalf of AEFAA. Three (3) CEU points awarded for each year you serve.
5. **Conference Attendance** – Attend the Annual AEFAA Conference. One point five (1.5) CEU points awarded for each year attended.
6. **Association/Professional Memberships** – Being an active member of an industry association (such as EFMA BC, A4LE, BOMA Institute, BOMA, IFMA, ASHRAE) in the years parallel to your current CEU cycle. Point two five (0.25) CEU points awarded for each year served. Verification of memberships must be enclosed.

Your completed verification form must be received at AEFAA within two weeks after your renewal period end date. The certification renewal fee may be submitted separately. Please refer to the certification manual on our website www.aefaa.ca for the current fee Schedule.

Submit this verification form after the full 36 points have been completed and **attach supporting documentation as listed above.**

Points submitted must have been acquired during your CEU renewal period dates and cannot be carried over into your next renewal period.

Completed verification forms and supporting documentation can be emailed to aefaa.executive@gmail.com. Payments must be submitted to AEFAA via e-transfer, EFT or cheque. Please make cheques payable to AEFAA and send e-transfers to aefaa.executive@gmail.com.

Professional Development Information

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