



AWARDS and PERSONALIZATION ASSOCIATION

CEU Record-Keeping Requirements for the Awards and Personalization Association Certification Program

The Awards and Personalization Association's professional certification program helps you demonstrate your passion and professional advancement to potential customers. Beginning in 2014, enrollees will track their own certified education units (CEUs). This allows enrollees to monitor their progress toward achieving their certification goal. The Awards and Personalization Association is providing enrollees with their transcript, an Excel document for tracking their CEUs, and instructions for its use.

Tracking your CEUs: Only CEUs earned beginning January 1, 2014, need to be tracked using this form. You can manually enter credits from your transcript into the file if you choose. There is a space at the top of the document to record the number of credits you have earned. This is the number on the bottom of your transcript. The Excel document will automatically tally CEUs for ease of tracking. Update the Excel document each time you participate in approved education. Retain supporting documents, such as your Awards and Personalization Association -provided evaluation forms. If you prefer to go paperless, supporting documents can be scanned and kept in an electronic file with the provided CEU tracking form. If you need to track your CEUs on paper, print out the provided form to tally the credits by hand.

Using the form: The attached Sample PDF shows how the attached Excel tracking form is to be used. You may want to track your CEUs in a copy of the Excel form, keeping the original in case it is needed again. The form records sessions' dates, names and instructors, sponsors, formats, areas (technical, business, or marketing), and CEUs.

Begin by entering the total number of previously earned CEU credits from your transcript

Date – Insert the date the course was completed.

Session Name & Presenter – Enter the name of the course and the instructor.

Sponsor – Enter the organization that sponsored the education session.

Format – Please indicate how the session was presented whether as a Seminar, Webinar, College Class, etc.

CEU's Earned - One hour of class time equals .10 CEU. For example, a seminar lasting one and one half hour would equal .15 CEU credits. Indicate with an X whether the session was Technical, Business, or Marketing related. Remember to record in CEUs, not hours.

Verification – This field is for office use only.

Total CEUs – Shows the total of all CEU credits listed by category

Total Combined CEUs – Shows the total of all CEUs earned

Submitting records: When enrollees attain the required number of credits for certification, they must submit to The Awards and Personalization Association's Education Committee chair their records on the Association's-provided CEU tracking form. Other forms will not be accepted. The Awards and Personalization Association has the right to audit enrollees' submitted CEU records. Only if audited will you be asked to provide documents supporting the submitted CEU form. The form must be submitted no less than 1 month prior to the Awards and Personalization Association's International Expo to be considered for CRS or CRM designation at the Annual Member's Meeting.

Need more information? Each hour of approved industry education is worth .1 CEU. Certified Recognition Specialists (CRSs) have earned at least 7 CEUs (70 hours), while Certified Recognition Masters (CRMs) have earned at least 17 CEUs (170 hours) and written an approved thesis.

If you have any questions, please contact the Awards and Personalization Association education manager at info@awardspersonalization.org.