



NACA CONTINUING EDUCATION UNITS

Process for Certificate holders to submit CEUs

NACA Certificate holders must meet requirements as outlined in the NACA CEU Approval Policy. This document serves as the guide to the process by which continuing education unit credits are tracked and submitted for recertification.

Certificate holders are responsible for tracking and uploading approved courses into their MemberClicks profile under the CEU Submission menu as they earn them with full submission prior to the 3-year expiration mark.

NACA Member Process Steps:

1. Log in to the membership portal
2. Locate the CEU Submission menu in the member profile
3. Select Add Education Credit and enter all relevant information.

[NACA Board Meeting Minutes](#) | [Member Directory](#) | [Member Search](#) | [My Profile](#) | [Event Calendar](#)
[Credit Hours & Test Scores](#) | [CEU Submissions](#) | [Agency & Corporate Benefits / Discounts](#)
[Association Benefits](#) | [Member Benefits](#)

Add Education Credit

Event / Session Name *	Date Range *
Annual Meeting 2019	7/1/2019 7/3/2019
Credit Hours	Category
10	Annual Meeting
Location	Description
Atlanta, GA	This was a jolly good time with many learning opportunities. Certification #: 87362
Instructor	
Hall	
Expiration Date	
7/3/2021	

4. Upload Certificates (if appropriate)
 - a. Certificates can also be replaced if needed



Expiration	6/13/2022
Certificate	DOWNLOAD
Description	Approval #12345Statement of approval.
EDIT	UPLOAD CERTIFICATE

Date Range	6/11/2019 - 6/12/2019
Event / Session	Annual Meeting
Hours	100
Category	Annual Meeting
Added By	Admin
Location	Georgia
Instructor	Hall
Expiration	6/12/2020
Certificate	DOWNLOAD
Description	What a lovely time had by all. Lots of fun and many opportunities to become education. Certificate #: 739236
EDIT	UPLOAD CERTIFICATE

Date Range	6/2/2019 - 6/2/2019
Event / Session	LMS Test
Hours	1
Category	Annual Meeting
Added By	Admin
Location	Atlanta
Instructor	Hall
Expiration	6/2/2020
Certificate	DOWNLOAD REPLACE
Description	
EDIT	

NON - NACA Member Process Steps:

1. Certificate holders will manually download and enter required CEUs into the CEU template.
2. Template is available on the NACA website
3. CEU template will be emailed to Certifications@nacanet.org prior to certification expiration, the certificate holder is required to export the full transcript and submit it to NACA for approval.