



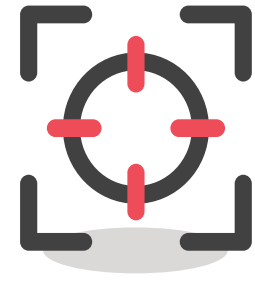
### CERTIFICATION PERIOD

- January 1st of the year following your exam
- Valid for **5 years**



### CONTINUING EDUCATION CREDITS (CECs) REQUIRED TO RENEW CERTIFICATION

- Must earn **60 CECs** over the 5-year certification period
- **GOAL is 12 CECs per year!**
- Maximum of 20 CECs may be reported in a single year



### WAYS TO EARN CECs

- In-person training events, including conferences
- Webinars
- Web-based learning systems, such as EPCOR's *Electronic Resource License*
- Nacha's AAP Buddy Program
- EPCOR & Nacha committees



[EPCOR's Online Store](#)

[Nacha's Events](#)



### REPORTING YOUR CECs

- **Report annually by March 31st**
- Reported CECs are earned January 1 - December 31 of the previous year
- Reporting fee & instructions can be found [here](#)
- You are not required to submit supporting documentation with the CEC reporting form. However, for audit purposes, you must retain records documenting your CEC activity for 3 years following the date reported. Examples of acceptable documentation include certificates of completion, training handouts noting date and length of program, copies of registration forms, etc.
  - Member Discount Code (MDC) to ensure member pricing can be found in the [EPCOR Knowledge Community](#)

FOR MORE DETAILED INFORMATION ON MAINTAINING YOUR ACCREDITATION, DOWNLOAD THE [AAP CONTINUING EDUCATION CREDITS REPORTING GUIDELINES](#).

YEAR 1: \_\_\_\_\_ to \_\_\_\_\_

CERTIFICATION AREA	ACTIVITY/EVENT TITLE	DATE	CREDITS

Total CECs:

YEAR 2: \_\_\_\_\_ to \_\_\_\_\_

CERTIFICATION AREA	ACTIVITY/EVENT TITLE	DATE	CREDITS

Total CECs:

YEAR 3: \_\_\_\_\_ to \_\_\_\_\_

CERTIFICATION AREA	ACTIVITY/EVENT TITLE	DATE	CREDITS

Total CECs:

YEAR 4: \_\_\_\_\_ to \_\_\_\_\_

CERTIFICATION AREA	ACTIVITY/EVENT TITLE	DATE	CREDITS

Total CECs:

YEAR 5: \_\_\_\_\_ to \_\_\_\_\_

CERTIFICATION AREA	ACTIVITY/EVENT TITLE	DATE	CREDITS

Total CECs: