



Guidelines for Continuing Education (CE) Credits

All Professional Reserve Analyst (PRA) members are required to complete 8 credits of continuing education (CE) per year by attending education events provided by APRA or equivalent education approved by APRA. Attending the annual APRA Symposium fulfills the 8 CE credits for the year. If you do not attend the Symposium, you may earn CE credits for courses described below.

APRA Pre-Approved Courses

APRA has pre-approved a list of CE offerings provided free of charge by www.AECDaily.com. (See list that follows) Each pre-approved course is worth 2 CE credits so you must complete 4 courses to fulfill your 8 CE credits. You must provide a certificate of completion for each course to receive credit.

Requesting Pre-Approval for Other Courses

You may submit a request for CE credits for other courses as long as the course:

- Is related to the reserve study process
- Focuses on typical component installation, maintenance, repair or inspection
- Focuses on something that would be part of a reserve study

No CE credits will be given for teaching a course; CE credits are only given for attending a course.

Please submit your request for Other Course CE credit pre-approval to APRA@teamwi.com and include the following information:

Your name and contact information

Title of course

Number of credits requested (1 class hour = 1 CE credit)

Description of course

Administrative Fee

To submit either Pre-Approved or Other Course CE credits, a \$199 administrative fee is payable either by check mailed to APRA, W175 N11117 Stonewood Dr, Suite 204, Germantown WI 53022 or by VISA or Mastercard. Call Debra Pass at 877.858.5047 with credit card information:

Name, Credit Card #, Expiration Date and Security #.