

**CES® CONTINUING EDUCATION CREDIT HOURS
BI-ANNUAL DESIGNEE RENEWAL FORM (Cont.)**

Certification:

I hereby certify that I have taken and completed all the course work as listed above and I have attached with this certification proof of attendance for each credit hour sought.

I further certify that in the past two years I have not committed any act of the type that would disqualify me from holding the CES® designation.

I further certify that I have reviewed the Code of Ethics and Conduct for the Certified Exchange Specialist® and I agree to abide by these standards of ethics and conduct.

Printed Name of CES® Designee

CES® Designee's Signature

Note: The Code of Ethics and Conduct for the Certified Exchange Specialist® may be obtained on the CES® website at www.ces1031.org.

For Office Use Only

Hours added correctly	_____
Appropriate fees submitted with renewal	_____
Attendance proofs submitted for all hours	_____
Signature in place	_____
Non-pre approved hours reviewed at time of taking course	_____
Pre-approved hours reviewed against master listing	_____
Date approved on behalf of CES® Continuing Education Committee	_____
Reviewer's initials	_____
Website updated for any changes noted above	_____



REMINDERS

Written Communications

All communications from the CES[®] Council &/or the FEA will be mailed to your *home* address and not to your place of employment. We recognize that the CES[®] designation belongs to you, the individual, and not to your employer.

E-mail Notifications

E-mail notifications from the CES[®] Council &/or the FEA will be sent to your business e-mail address, *unless* you request differently.

Moving? New Employment?

Remember that it is your responsibility to notify the FEA when you move or change employers so that we can update your information within the CES[®] database system. This applies to your home address, as well as, your employer information.

CES[®] Spotlight

The CES[®] Spotlight is a great way to market yourself to potential clients and their advisors and there is no cost to participate. It is imperative that you update your personal CES[®] Spotlight on the CES[®] website whenever you change employers. You, and only you, have access to this part of the website to make the changes. The FEA will not update this information for you when you submit your updated information. It is your responsibility to keep your Spotlight current.