



**CES® CONTINUING EDUCATION CREDIT HOURS
BI-ANNUAL DESIGNEE RENEWAL FORM**

Name: _____

Home Address: _____

Personal E-mail: _____ Home Phone: _____

Current Employer: _____ FEA Member? Y N

Business Address: _____

Business E-mail: _____ Work Phone: _____

CREDIT HOUR RECONCILIATION:

Total Credits Hours claimed in this period (2017/18): _____
 Carryover from prior period _____ (2 hour maximum)
 Total Credit Hours Submitted _____
 Required Standard 20
 Carryover to next renewal period _____ (Not to exceed 2 hours)

**RETURN TO: FEA/CES®, 1255 SW Prairie Trail Parkway, Ankeny, IA 50023
 Fax: 515.334.1174 Email: director@1031.org**

FILING REQUIREMENTS:

- ◆ CES® renewals fall 2 years after passing the CES® exam.
- ◆ Total Continuing Education Credit Hours submitted must be 20 or more in every 2 year cycle; 2 of those 20 hours must be qualified ethics hours.
- ◆ Continued adherence to the Code of Ethics

CES® Hours		Date Complete	Course/Workshop Title	Sponsoring Organization	Pre-Approved?	
General	Ethics				Yes	No
		Total Continuing Education Credit Hours Claimed				

**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 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 will be sent to your business e-mail address, *unless* you request differently.

Moving? New Employment?

Remember that it is your responsibility to notify AML 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[®] Profile

The CES[®] Profile 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[®] Profile 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 CES[®] Council will not automatically update this information for you when you submit your updated information. It is your responsibility to keep your Profile current.