



Certified Aging-in-Place Specialist (CAPS) Continuing Education Form

Name:	Phone:
Company:	Fax:
Address:	Email:
City State Zip:	

To maintain your Certified Aging-in-Place Specialist (CAPS) designation, you must complete twelve (12) hours of building/remodeling industry or aging-in-place continuing education (CE) every three (3) years. Designees are not required to send in proof of CE earned at time of renewal. If you have renewed your CAPS designation on time, you are **not** required to complete and submit this form. Complete and submit this form **only** if you have been selected for an audit.

Building/Remodeling Industry or Aging-in-Place Industry-Related Continuing Education	Hours Completed:
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- Complete an NAHB Education course _____ hrs
- Complete an NAHB e-learning event or education session at the International Builders' Show. (Maximum limit of six CE hours over the past three years) _____ hrs
- Teach an NAHB Education course and/or serve as a subject matter expert (SME) for an NAHB Education course. (Maximum limit of six CE hours over the past three years) _____ hrs
- Be an active member in a Builder or Remodeler 20 Club. (Maximum limit of three CE hours over the past three years) _____ hrs
- Successfully earn another NAHB designation and/or other building/remodeling industry-related designation. (Maximum limit of three CE hours over the past three years) _____ hrs
- Complete an aging-in-place, business management or building/remodeling industry-related course or seminar or e-learning event conducted by a college, university, technical school, Home Builders Institute or other professional organization. (Maximum limit of six CE hours over the past three years) _____ hrs
- Complete manufacturer product training – Includes sponsored education on business or installation techniques, facility tours, fabrication process demonstration or product demonstrations. (Maximum limit of three CE hours over the past three years) _____ hrs
- Purchase and read a BuilderBooks publication or title. BuilderBooks titles must be aging-in-place or design industry-related topic area. (One CE hour for every book, with a maximum of three CE hours over the past three years) _____ hrs
- Receive a regional, state or national aging-in-place award or other design award. State/Regional Award – two CE hours; National Award - three CE hours. (Maximum of six CE hours from awards over the past three years) _____ hrs
- Participate in community service projects which can include any work done for the public good without compensation. (Maximum limit of two CE hours over the past three years) _____ hrs

Total continuing education hours completed: _____ hrs

NOTE: Designees must provide proof of attendance for each activity or event they completed. All CAPS continuing education must be completed during the period for which it applies.

- I hereby affirm that the information supplied in my Continuing Education Form is correct to the best of my knowledge and pledge myself to abide by the CAPS Code of Ethics. I authorize the CAPS Board of Governors or its designee to verify for accuracy.
- I understand that designees are not required to send in proof of CE earned at time of renewal. I have been chosen for a random audit and I am completing and submitting this form as requested by NAHB Education to complete the audit process.

Participant's Signature _____ **Date** _____

PLEASE RETURN TO:
 NAHB Education
 Program Coordinator
 1201 15th Street, NW
 Washington, DC 20005
 Or fax to (202) 266-8191