



# Certified Graduate Associate (CGA) Continuing Education Form

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Company: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Address: \_\_\_\_\_ Email: \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_

To maintain your Certified Graduate Associate (CGA) designation, you must complete twelve (12) hours of building/remodeling industry 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 CGA designation on time, you are **not** required to complete and submit this form. Complete and submit this form **only** if you have been chosen for an audit.

### Building/Remodeling Industry-Related Continuing Education

Hours Completed:

- 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
- 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 industry-related course, 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 demonstrations 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 building/remodeling industry-related topic area. (One CE credit for every book, maximum limit of three CE hours over the past three years) \_\_\_\_\_ hrs
- Receive a regional, state or national building/remodeling award. State/Regional Award – two CE hours; National Award - three CE hours. (Maximum limit of six CE hours from awards over the past three years) \_\_\_\_\_ hrs

<b>Total continuing education hours completed:</b> _____ hrs
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**NOTE: Designees must provide proof of attendance for each activity or event they completed. All CGA 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 CGA Code of Ethics. I authorize the CGB 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 \_\_\_\_\_

<p><b>PLEASE RETURN TO:</b>          NAHB Education          CGA Program Coordinator          1201 15<sup>th</sup> Street, NW          Washington, DC 20005          Or fax to (202) 266-8191</p>
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