



# Certified New Home Sales Professional (CSP) Continuing Education Form

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

To maintain your Certified New Home Sales Professional (CSP) designation, you must complete six (6) hours of new home sales and marketing 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 CSP 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.

### New Home Sales and Marketing Education

Hours Completed:

- Complete an Institute of Residential Marketing (IRM) or NAHB Education course or an NAHB e-learning event (not including the required IRM courses). (One CE hour for every hour of instruction; Maximum limit of six CE hours over the past three years) \_\_\_\_\_ hrs
- Teach an IRM or NAHB Education course and/or serve as a subject matter expert (SME) for an IRM or NAHB Education course. (Maximum limit of six CE hours over the past three years) \_\_\_\_\_ hrs
- Attend sales and marketing educational sessions at the International Builders' Show or any educational programs and seminars at national, regional and state conferences and trade shows. (One CE hour for every hour of instruction; Maximum limit of six CE hours over the past three years) \_\_\_\_\_ hrs
- Attend HBA or local state Sales and Marketing Council (SMC) seminars, programs and classes. This includes non-IRM and NAHB courses sponsored by a state or local HBA, SMC or Home Builders Institute. (One CE hour for every two hours of instruction; Maximum limit of four CE hours over the past three years) \_\_\_\_\_ hrs
- Attend other real estate industry educational programs. (One CE hour for every two hours of instruction; Maximum limit of six CE hours over the past three years) \_\_\_\_\_ hrs
- Be an active member of a Builder or Remodeler 20 Club. (Maximum limit of three CE hours over the past three years) \_\_\_\_\_ hrs
- Successfully earn another NAHB designation or other sales and marketing or real estate designation. (Maximum limit of three CE hours over the past three years) \_\_\_\_\_ hrs
- Purchase and read a BuilderBooks publication or title. (One CE hour for every book; Maximum limit of three CE hours over the past three years) \_\_\_\_\_ hrs
- Receive a state, regional or national sales and marketing award. State/Regional award—two CE hours; National award - three CE hours. (Maximum limit of six CE hours for awards over the past three years) \_\_\_\_\_ hrs

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| <b>Total continuing education hours completed:</b> | _____ hrs |
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**NOTE: Designees must provide proof of attendance for each activity or event listed on the form. All CSP 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 CSP Code of Ethics. I authorize the IRM 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

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