



## Certified Executive Program Recertification Requirements and Guidelines

### Summary of Recertification Process

- CEP designations/certifications must be renewed every three years. The recertification application is attached.
- Ninety (90) units of continuing education are required for recertification for CEP designations (CCUE and CFSP). Specialty certifications require 50 units of continuing education. Attached is a listing of applicable continuing education activities. All continuing education units must be earned within the three-year recertification period.
- Those completing more than one designation and/or certification will begin recertification from the date of the first designation/certification. Completing coursework toward another designation/certification can be applied to current recertification requirements. When one designation/certification has been recertified, all others earned at that point will also be recertified. If you have multiple certifications and no designations, you are only required to obtain 50 units. If you have at least one designation and one other designation/certification, you are only required to obtain 90 units.
- There is a \$100 fee to recertify (every three years). This fee, however, will be waived if all coursework applied to your recertification consists of CUNA, Inc. programs (such as Certified Executive Program, STAR, MERIT, VAP, VLP and schools and conferences, Governmental Affairs Conference, Symposium). If a fee is required, you may submit your payment or we can invoice you directly at your credit union.

### Steps to Recertification

Recertification (renewal of your CEP Designation and/or Certification) is required every three years

- Step 1 Complete required units of continuing education during your three-year recertification period (90 units for CCUE and CFSP, 50 units for specialty certifications).
- Step 2 Review the enclosed recertification application packet. You should expect to receive this information approximately one year prior to your recertification date.
- Step 3 Complete and sign the application. If a recertification fee is applicable, you may submit a share draft or request to be invoiced.
- Step 4 Mail the completed recertification application prior to the certification deadline indicated on your cover letter. If you misplace this letter, please call the CEP Program Coordinator to verify your deadline at 1.800.356.9655, ext. 4928.
- Step 5 After we receive your recertification materials and approve your application, you will receive a recertification certificate and a transcript of your recertification records in approximately sixty (60) days.
- Step 6 Keep copies of your continuing education records.

NOTE: Recertification is not required, though highly encouraged, for the CCUE designation if the student enrolled in the CEP/CCUE prior to September 1, 1999. The CFSP designation and specialty certifications are subject to recertification regardless of program enrollment date.

# Certified Executive Program

## RECERTIFICATION REQUIREMENTS

**90 Units Required for Designations (CCUE and CFSP) every three years**

**50 Units Required for Certifications every three years**

<b>Coursework and Events</b>	<b>Units Earned After Your Designation</b>
CEP Courses	40 units per course
College Courses (2-4 semester credits)	40 units per course
STAR - Staff Training & Recognition Program	4 units for each certificate received 8 units for each college-level exam completed
MERIT - Management Enrichment Training Program	6 units for each certificate received 10 units for each college-level exam completed
RegTraC – Regulatory Training and Compliance Program	6 units for each certificate received 10 units for each exam completed
Other college-level, ACE/PONSI recommended coursework	8 units per credit recommended
<b>Educational Programs Sponsored by CUNA/Leagues/Credit Unions</b>	<b>Units Earned</b>
CUNA Management Schools	80 units total
National Schools/Conferences/Conventions League Seminars/Workshops/Conferences/ Conventions/Annual Meetings/ Chapter Programs Credit Union In-House Training	1 unit per training hour
<b>Educational Programs Offered by Other Groups</b>	<b>Units Earned</b>
Other credit union groups and/or associations (for example : ICCUE, CUES, NASCUS, etc.) Attendance at other education courses pertinent to credit unions sponsored by non-degree granting institutions, professional or trade associations, business organizations, government agencies, voluntary non-profit agencies, independent seminar producers	1 unit per training hour
Committee positions held in: CUNA , Inc., leagues, corporate central networks, chapters, credit unions, CUNA Mutual Group, World Council of Credit Unions, Association of Credit Union League Executives, U.S. Central, Filene Research Institute, ICCUE, etc.	10 units per year as president or chairperson 7 units per year as VP, secretary or treasurer 5 units per year as committee member/director
Instructor/Speaker at programs sponsored by organizations listed above or visiting lecturer at a college, university, or high school speaking on credit union issues (for example: NEFE's High School Financial Planning program). <i>Units are only for hours teaching/speaking, not for preparation time.</i>	2 units per hour of instruction



## Certified Executive Program Recertification Application

Designations/certifications to be recertified (check all applicable):

- |  |  |
|--|--|
| <input type="checkbox"/> Certified Credit Union Executive (CCUE) - 90 units<br><input type="checkbox"/> Certified Financial Services Professional (CFSP) - 90 units<br><input type="checkbox"/> Certified Financial Management Specialist - 50 units<br><input type="checkbox"/> Certified Marketing Specialist - 50 units | <input type="checkbox"/> Certified Human Resource Specialist - 50 units<br><input type="checkbox"/> Certified Compliance Specialist - 50 units<br><input type="checkbox"/> Certified Lending Specialist - 50 units |
|--|--|

Name (first/middle/last): \_\_\_\_\_

Social Security Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

CU Name \_\_\_\_\_

Work Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Recertification Date: \_\_\_\_\_

### List of Completed Continuing Education (Copy this sheet if more space is needed.)

Date Credited (Month/Day/Year)	Program Title (Full Name of Program)	Program Sponsor (Company or Organization)	Units Awarded
<b>Total Units:</b>			

Fee: \$100.00 recertification fee is applicable unless all recertification activities are products of CUNA, Inc.

Fee not applicable  
 Fee enclosed  
 Please INVOICE me for the total amount owed.

Signature \_\_\_\_\_ Date \_\_\_\_\_