



**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 (2018/19):	_____	
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
		<b>Total Continuing Education Credit Hours Claimed</b>				

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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](http://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<sup>®</sup> Council will be mailed to your *home* address and not to your place of employment. We recognize that the CES<sup>®</sup> designation belongs to you, the individual, and not to your employer.

### **E-mail Notifications**

E-mail notifications from the CES<sup>®</sup> 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<sup>®</sup> database system. This applies to your home address, as well as, your employer information.

### **CES<sup>®</sup> Profile**

The CES<sup>®</sup> 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<sup>®</sup> Profile on the CES<sup>®</sup> website whenever you change employers. You, and only you, have access to this part of the website to make the changes. The CES<sup>®</sup> Council will not automatically update this information for you when you submit your updated information. It is your responsibility to keep your Profile current.