



2009 CEU Claim Form

Please complete the form below by writing the number of CEU's you have earned this year.
NAHI requires all members to obtain 16 continuing education units each year.

All claims must be properly documented. Documentation is **not required to be submitted with this form**. However, documentation will be required if audited. Retain your documentation for 3 years, in which time an audit can be requested for any given year. Make appropriate entries in the columns below and sign at the bottom of the page. The statement indicates that the CEU's claimed are valid and that an audit may be conducted anytime throughout the year. *Please see below for "Proof Code" definitions.*

Name: _____ Member #: _____

Address: _____

City/State/Zip: _____

Activity	Credits allowed	Proof Code	CEUs claimed
NAHI National Conference	1 per hour	D	
Instructor credits	1 per hour <i>(max 8 per year)</i>	D	
Author of an inspection related article	2 per article	D	
NAHI approved education courses	1 per hour	D	
NAHI Chapter Education Seminar	1 per hour	D	
NAHI Chapter Meeting	1 per hour	D	
NAHI Online Webinars	1 per hour	D	
Other Approved education	1 per hour	S	
TOTAL CEU's CLAIMED			

-PROOF CODE DEFINITIONS-

CODE	DEFINITION
D	Documentation required when audited a. Location, date, time b. Course description c. Duration of course by hours
S	Material must be submitted to Education Committee when audited.

*I hereby certify and confirm that the total CEUs I have listed are true and accurate to the best of my knowledge.
 I also understand that I may be required to submit verification of these claimed CEUs at a later date.*

Signature: _____ Date: _____

**Please remit completed form to:
 NAHI | 4248 Park Glen Road, Minneapolis, MN 55416 | Fax (952) 929-1318**