

NACVA®
CVA, ABAR, MAFF, CBA, MCBA
Recertification Reporting Form



(Effective October 1, 2017, Attestation is all that is required to document CPE; see Attestation below)

All credentialed members must comply with recertification by December 31 of their tri-annual reporting cycle. Members who do not comply will be placed on Inactive Credential status. Members can also choose Elected Inactive status. The process is easy while also flexible for you to meet the 60-point/60 CPE-hour (1 point=1 hour of CPE) requirement by December 31. Tri-annual compliance also requires a \$300 recertification fee, which can be waived by taking Recommended CPE Bonus Point Programs. (See the Tri-Annual Recertification Policies brochure.)

Please complete the information below and return to NACVA by the last day of your reporting cycle—December 31. Sections I, II, and III are required, Section IV is optional (see Attestation below).

SECTION I: INFORMATION

Name: _____ NACVA Member Number: _____

Firm Name: _____

Tel: _____ E-mail: _____

Credential(s) and Year Earned:

CVA _____ MAFF _____ MCBA _____ ABAR _____ CBA _____

Reporting cycle: January 1, 2015 to December 31, 2017 or January 1, 2016 to December 31, 2018

SECTION II: PROFESSIONAL STATUS/CONDUCT

1. If a CPA, do you hold a current CPA License? Yes No Not a CPA If No, please explain in an attachment.
2. Have you ever been convicted of any felony or any crime carrying a punishment of time in prison, whether or not time was served? Yes No If Yes, please explain in an attachment.
3. Have you ever been convicted of a misdemeanor involving moral turpitude (lying, cheating, stealing, or other dishonest conduct) or any equivalent crime in any court of law? Yes No If Yes, please explain in an attachment.
4. Have you ever had any professional/business license, professional certification, or professional membership revoked, refused, or suspended (other than for non-payment of dues)? Yes No If Yes, please explain in an attachment.

NACVA reserves the right to refuse membership and/or certification to any person. A NACVA member or holder of a NACVA certification may have his or her membership or certification terminated based on appropriate grounds therefore as determined by the Executive Advisory Board.

SECTION III: ATTESTATION

Effective October 1, 2017, members only need to attest to having completed 60 hours* of “Applicable” CPE credits in their three-year recertification cycle to comply with NACVA’s reporting requirements, and pay the \$300 tri-annual administrative and processing fee along with this Attestation. Reporting courses taken in Section IV is optional, though we recommend you track this information, if not here, in your personal records. To waive a portion of, or the entire \$300 fee*, you must have taken NACVA’s Recommended CPE Bonus Point Programs and report those and your other Applicable CPE in Section IV below. The Attestation below is your validation that the CPE reported in Section IV is applicable to your NACVA designation, or if not reported, it can be substantiated if you are asked to do so.

I hereby attest that I have fully complied with NACVA’s recertification requirements and I have in my records evidence to support this, which entitles me to continue to carry and display my NACVA credential. I grant NACVA the right to verify any of the information herein and/or see my records substantiating that I have complied with NACVA’s recertification requirement to which I am attesting to, upon request and with reasonable advance notice.

Signature: _____ Date: _____

SECTION IV: (OPTIONAL)

CPE AND POINTS DOCUMENTED/REPORTED OR ATTESTED TO (see Attestation above):

Recertification Option 1: (See the Tri-Annual Recertification Policies brochure, pages 2–6, for details.)

- Take two Recommended CPE Bonus Point Programs; Report 60-point/60 CPE-hour requirement in this section; You owe no fee for Recertification because you took two Recommended Programs, which credits \$150 each*.

Recertification Option 2: (See page 7 for details.)

- Take one Recommended CPE Bonus Point Program; Report 60-point/60 CPE-hour requirement in this section; Log into the Member Portal at NACVA.com using your e-mail and password to pay the \$150 recertification fee*. (An invoice can be viewed under the Account Details, Billed Invoices section.)

Recertification Option 3: (See page 7 for details.)

- Report 60-point/60 CPE-hour requirement in this section; Log into the Member Portal at NACVA.com using your e-mail and password to pay the \$300 recertification fee*. (An invoice can be viewed under the Account Details, Billed Invoices section.)

* For CVA (Emeritus) members (retired) only 36 hours of CPE are required. Those who take the recommended Current Update in Valuations (CUV) course, do not need any additional CPE beyond the CUV course and you will receive \$300 credit offset to the recertification fee.

Please list all qualifying courses/conferences validating that you meet NACVA’s recertification requirements. (Attach a separate page if more space is needed.) Training Format: Seminar (S), Conference (C), Self-Study (SS), Webinar (W), Other (O)

Training Format	Date(s) CPE Taken	Course / Program Title / Sponsor	A	B	C	Fee Determination
			# CPE Hours/Points Awarded (one hour equals one point)	Recommended Training Bonus Points	Points Total A + B	
		Administration and processing fee for recertification (This fee may be offset in whole or part through participation in one or more of the six (6) recommended programs [see the Tri-Annual Recertification Policies brochure, page 2, for details].)				\$300
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

Points for Authorship, Course Development, or Instructing† 12

TOTAL POINTS: Must equal or exceed 60 (Note: Excess points CANNOT be carried over to the next reporting cycle) _____

Note: Fees are subject to change at any time. There is a \$25 record search fee for CPE research requests.

† Designees can receive 12 bonus points toward fulfilling their recertification requirements for works of authorship on subject matter pertinent to valuation, litigation, or fraud. This includes writing books, articles, and developing courses for instruction or self-study purposes. Designees may obtain bonus points for teaching/presenting in these relevant areas, as well. To obtain this award of bonus points, simply check the applicable box above, which is your attestation to your contributions to the intellectual capital of the industry during your reporting cycle. If you are awarding yourself bonus points under this option, CPE earned from this activity cannot be used toward the CPE requirement. You must choose between CPE credit or bonus points.

PAYMENT OPTIONS: «Contact ID» Foreign Payments must be in USD via ACH/Wire or Credit/Debit card. No checks.		AMOUNT DUE: \$ _____
<input type="checkbox"/> Check # _____	Financial Institution Information	Remit To: Online / Member Login: www.NACVA.com
<input type="checkbox"/> ACH	Bank Name: _____	
<input type="checkbox"/> Paid One-time	(9) Digit Routing Number: _____	E-mail: payment@NACVA.com
<input type="checkbox"/> Paid Annually with Auto-Renewal (Membership Dues Only)	Account Number: _____	Fax: (866) 753-9817
Card Information	Name on Card: _____	Mail: 5217 South State Street Suite 400 Salt Lake City, UT 84107
<input type="checkbox"/> Visa <input type="checkbox"/> Amex Type:	Card Number: _____ EXP Date: ____/____/____	Call to Pay by Phone: (800) 677-2009
<input type="checkbox"/> MasterCard <input type="checkbox"/> Credit	Billing Address: _____	
<input type="checkbox"/> Discover <input type="checkbox"/> Debit	City: _____ ST: _____ ZIP: _____	
By signing this form, you authorize the National Association of Certified Valuators and Analysts (NACVA) to charge your account for the amount indicated. NACVA can also initiate credit entries to your account in the event a credit or correction is due. Your signature authorizes NACVA to confirm the above information via e-mail and/or fax and to use either for future communication. NACVA will not disclose or share this information with third parties.		
Authorized Signature: _____	Date: _____	