# Table of Contents

What are Continuing Education Units (CEUs)? ........................................ 4
Why Do I Need to Earn CEU Credit? ....................................................... 4
CEU Requirements ............................................................................. 5
What Qualifies for CEU Credit? ......................................................... 6
New CEU Opportunities .................................................................... 7
Correspondence Credit ..................................................................... 8
Submitting CEU Credit ..................................................................... 9
Sample CEU Online Reporting Form .............................................. 9
Monitor Your CEU Submissions ...................................................... 10
FAQs (Frequently Asked Questions) ................................................ 11

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**For more information,**
call 800.THE.NKBA or visit NKBA.org

National Kitchen and Bath Association
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What are Continuing Education Units?

**Definition of a CEU**

The Continuing Education Unit (CEU) is a nationally recognized unit of measure used to quantify continuing education activities. The contact hour is defined as 60 minutes of interaction between a learner and instructor or between a learner and materials that have been prepared to facilitate learning.

CEUs were created as a way to document education and training in specifically developed activities for adult learners in a variety of disciplines. One CEU is defined as 10 contact hours of participation in a continuing education experience.

The NKBA created the continuing education program to promote and enrich knowledge, improve skills, and develop attitudes for the enhancement of the kitchen and bath industry in order to ensure public confidence in NKBA-certified professionals.

**Why Do I Need to Earn CEU Credit?**

The continuing education program was adopted by the NKBA in 1993, with the overwhelming support of its certified members, to provide NKBA-certified individuals with the necessary tools to excel in their profession and to promote themselves to consumers.

CEUs provide the opportunity for individuals to have recognition of their efforts to update or broaden their occupational knowledge, skills or attitudes. By ensuring that all certified designers maintain an adequate level of knowledge, the NKBA will assist in building consumer confidence and trust in the profession. Both designers and consumers are better protected in a more educated marketplace.
CEU Requirements

NKBA certified members are required to earn 2.0 CEUs (20 hours) per 2-year cycle. By supporting demanding CEU program requirements, we can maintain the NKBA CEU program as the gold standard in continuing education in the industry, and protect the integrity of NKBA certifications.

2-Year Cycle Dates CEU Hours Required

- July 1, 2018 – June 30, 2020 (20 hours)
- July 1, 2022 – June 30, 2024 (20 hours)

Hours must be earned within the designated CEU cycle and cannot be carried over from one cycle to the next. Education/training attended prior to certification is not counted towards a member’s CEU record.

The CEU cycle is the two-year period during which certified members must earn their required continuing education units. Each cycle runs from July 1st to June 30th. For example, a cycle that began July 1, 2016 will conclude on June 30, 2018.

NKBA certified members have the ability to monitor their CEU record by logging onto NKBA.org. We recommend that you maintain your own attendance record, in the event of a discrepancy.

Individuals who fail to meet the CEU program requirements at the end of each cycle will have their certification automatically suspended. Credits earned in the new cycle are not retroactive.

Individuals will be notified by the NKBA as to whether they are eligible to reinstate their certification.

If eligible to reinstate, individuals must submit CEUs attained in the past cycle within 30 days of notification. Members whose certification is suspended and who are not eligible to reinstate, are required to reapply and retest to be NKBA certified.

Meeting the CEU requirements for each cycle is mandatory for maintaining your certification!
What Qualifies for CEU Credit?

Earning CEU credit to maintain your certification is not difficult to do. Any activity where the certified member is on the receiving* end of the formal instruction or training is applicable for CEU credit, provided it pertains to the kitchen/bath industry. Courses ranging from 30 – 59 minutes in length may be awarded 0.05 CEUs. Any course or program less than 30 minutes in length does not qualify for CEU credit.

NKBA.org offers courses and webinars in topics such as design and various business related areas.

Here is a list of suggested resources for earning credit:

- NKBA Chapter Meetings
- NKBA Webinars and Courses
- KBIS Conference Seminars
- NARI Educational Programs
- ASID Educational Programs
- AIA Educational Programs
- College Courses (credit and non-credit)
- Home center “How-To” seminars
- Vendor training/product knowledge
- Correspondence credit
- Other (submit for pre-approval)

Examples of topics that qualify for CEU credit:

- Kitchen/Bath Design
- Interior Design
- Construction
- Sales
- Architecture
- Color
- Art
- Health/Safety/Welfare
- CAD
- Perspective Drawing
- Surfaces
- Green Design
- Leadership
- Ergonomics
- Countertop Design
- Marketing
- Lighting
- Codes & Standards
- Building Technology
- Showroom Design
- Business Management
- Aging in Place
- Appliances
- Fabrics & Furnishings
- Universal Design
- Insurance/Liability
- Other (submit for pre-approval)

*Activities and events such as holiday parties, awards presentations, trade shows, or entering contests DO NOT qualify for CEU credit. The certified member must be on the receiving end of some type of formal education in a structured or self-directed environment.
New Opportunities for earning CEUs:

The NKBA recognizes the efforts of those certified members who create and present learning programs and material for the Kitchen and Bath Industry. The following activities qualify for the preset number of CEUs:

<table>
<thead>
<tr>
<th>NKBA Activity</th>
<th>Number of CEUs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Present an NKBA program, course, webinar</td>
<td>3 CEUs for each program per cycle</td>
</tr>
<tr>
<td>Publish an article in NKBA trade publication</td>
<td>2 CEUs</td>
</tr>
<tr>
<td>Accepted submission to NKBA Knowledge Base</td>
<td>1 CEU</td>
</tr>
<tr>
<td>Leadership at NKBA National level</td>
<td>5 CEUs/yr</td>
</tr>
<tr>
<td>Leadership as officer at NKBA Chapter level</td>
<td>3 CEUs/yr</td>
</tr>
<tr>
<td>Facilitate an NKBA Chapter Study Group</td>
<td>2 CEUs</td>
</tr>
<tr>
<td>Present at KBIS Voices From the Industry</td>
<td>2 CEUs per topic</td>
</tr>
<tr>
<td>Judge an NKBA Design Competition</td>
<td>2 CEUs</td>
</tr>
<tr>
<td>Create NKBA Certification Exams</td>
<td>2 CEUs</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Non-NKBA Activity</th>
<th>Number of CEUs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Present a program, course, webinar</td>
<td>1.5 CEU for each program per cycle</td>
</tr>
<tr>
<td>Publish an article in a trade publication</td>
<td>1 CEU</td>
</tr>
<tr>
<td>Publish an industry related book</td>
<td>10 CEUs (co-author 5 CEUs)</td>
</tr>
</tbody>
</table>
Correspondence Credit

Members who are not able to attend traditional educational programs as outlined in the CEU Program due to geographic or personal reasons prepare essays and submit them to the NKBA’s certification department for correspondence credit. The rules regarding correspondence credits achieved from writing essays are as follows:

> The minimum length for each essay is 600 words.
> Each essay is awarded 0.1 CEU credits
> Essays must be based on current NKBA published text, an article or recorded webinar from the NKBA’s website at www.nkba.org.

**Essays are intended to be educational and should accomplish four goals:**

1) Identify the topic and the NKBA resource material(s) used or referenced.

2) Make a clear and concise written statement of the intended learning outcome of the essay.

3) Discuss the topic while presenting alternative views or interpretations, real life applications, clarifications or additional supporting facts and information.

4) Make a clear and concise written recommendation or conclusion about the topic and demonstrate the attainment of the intended learning outcome.

*NOTE: Essays must be professionally presented in typewritten or computer-printed format. Your name and date must be on each page of the essay submitted.*
Submitting CEU Credit

To submit your CEU, log onto NKBA.org using your email and password. Complete the online CEU Reporting Form and click to send the information directly to the NKBA Certification Department for processing. Faxed, mailed or emailed CEU reporting forms will not be accepted.

**Program Title:** complete title of program/seminar

**Program Type:** chapter, webinar, etc.

**Program Description:** brief summary of program

**Presenter/Instructor Name:** instructor or program sponsor

**Date of Program:** list exact date/dates (please provide an agenda for multi-day programs that have not been pre-approved by the NKBA)

**Length of Program:** total hours minus breaks and lunch

![Sample CEU Online Reporting Form](image_url)
Monitor Your CEU Submissions

You may access and monitor your account by logging onto our website as a member. Your account displays your CEUs for the current cycle. If there is a discrepancy, please contact the Member Relations Department at 800-THE-NKBA (843-6522). The NKBA no longer provides individual statements.

NKBA Hours vs. CEUs

Any NKBA member pursuing further certification (e.g. an AKBD working to become a CKBD) must still earn NKBA education hours to meet the education requirement for certification. Only NKBA professional development courses or relevant college courses can be applied toward the hours of education requirement for certification.

Members who become certified earn CEUs that reflect their continuing education. 2.0 CEUs are awarded for 20 hours of instruction, which may come from NKBA conference sessions, college courses, or third-party education courses or seminars.
FAQs

Q. How do I submit my CEUs?
A. To submit your CEU, log onto NKBA.org using your email and password. Complete the online CEU Reporting Form and click to send the information directly to the NKBA certification Department for processing. Faxed, mailed or emailed CEU reporting forms will not be accepted.

Q. What will I see on my CEU on-line account?
A. You may access and monitor your account by logging into our website as a member. Your account displays your CEUs for the current cycle. If CEU credit is not posted to your record, or there is a discrepancy, please contact the Member Relations Department at 800-THE-NKBA (843-6522). The NKBA no longer provides individual statements.

Q. What are some examples of activities and events for earning CEUs?
A. NKBA Professional Development courses, NKBA chapter meetings, KBIS conference seminars, ASID educational programs, AIA educational programs, NARI educational programs, college courses, Home center “How-to” seminars, vendor training, and submitting written essays. NKBA.org offers courses and webinars in topics such as design and various business related areas.

Q. What are some examples of activities and events that DO NOT qualify for CEUs?
A. Holiday parties, awards presentations, trade shows, or entering contests.

Q. What are some examples of topics that qualify for CEUs?
A. Kitchen/bath design, interior design, construction, sales, architecture, color, art, health/safety/welfare, universal design, insurance/liability, perspective drawing, surfaces, leadership, ergonomics, countertop design, lighting, codes & standards, fabrics & furnishings, appliances, building technology, history of architecture, showroom design, business management, aging in place, CAD, green design, and marketing.

Q. What are some examples of topics that DO NOT qualify for CEUs?
A. Commercial roofing, techniques in teaching, trends in the rental housing market, and pest control.
FAQs

Q: How many CEUs must a retired certified member earn?
A: Certified members, who have officially registered their member status with the NKBA as retired, must earn ten hours (1.0 CEUs).

Q: How many CEUs must a member on a Leave of Absence earn?
A: Certified members who have been approved for a certification leave of absence with the NKBA will have their CEU requirements pro-rated.

Q: What happens if I don’t meet the CEU requirements?
A: Individuals whose certification has been revoked due to non-compliance with the CEU program will be required to reapply and retake the certification exam, unless they can document proof of having earned the required CEU credit.

Q: Can I get an extension?
A: No. All 20 hours must be earned and submitted by the end of the cycle.

Q: What if there are no local programs or chapters in my area?
A: There are numerous options for earning CEU credit without having to travel a long distance:
> Attend an NKBA online course or webinar.
> Attend a “how-to” seminar at a local home improvement center.
> Attend a seminar at a local builder’s show, appliance show, etc.
> Attend a seminar from an allied organization (ASID, NAHB, AIA, NARI, etc.).
> Take a course at a local community college, university, or technical school (credit and non-credit).
> Write correspondence essays based on any NKBA publication or on our website.

Q: Can CEUs earned in excess of 20 carry over to the next cycle?
A: No. CEUs do not carry over to the next 2-year cycle.
Contact
Certification Department
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