



**HOW TO EARN CONTINUING EDUCATION UNITS
FOR THE CALIFORNIA ESCROW ASSOCIATION PD DESIGNATIONS**
Effective August, 2021

- Continuing Education Unit (CEU)
- 1 CEU = 1 hour of education
- You must be in attendance to obtain unit

OPPORTUNITY	PROOF/NOTES	NUMBER OF CEU'S POSSIBLE
CEA Regional Dinner (Membership) meeting	<ul style="list-style-type: none"> ▪ <i>Business portion of Meeting only</i> ▪ <i>501 Form signed by Region CEO or CSEO</i> 	1 CEU
CEA Regional Dinner (Membership) meetings with speaker/workshop	<ul style="list-style-type: none"> ▪ <i>Business and Education portion of Meeting only.</i> ▪ <i>501 Form signed by Region CEO or CSEO</i> 	1 CEU for business portion plus actual Education time
Regional Board of Directors Meetings	<ul style="list-style-type: none"> ▪ <i>For regularly scheduled board meetings only.</i> ▪ <i>501 Form signed by Region CEO or CSEO</i> 	1 CEU for attendees
General membership meetings at CLTA, FEA, Escrow Institute, EAFC, ALTA	<ul style="list-style-type: none"> ▪ <i>Whether as a member or as a guest</i> ▪ <i>Provide Certificate from Association</i> 	1 CEU
Workshops/Seminars/Conferences: AEA, CEA, Nor-Cal, Escrow Institute, CLTA or any CEA approved/accredited organization	<ul style="list-style-type: none"> ▪ <i>Provide certificate from event or 501 Form signed by CEO or CSEO</i> 	CEU's = Actual hours attended
Board of Directors Meetings: CEA/AEA	<ul style="list-style-type: none"> ▪ <i>Signing in/out pursuant to guidelines</i> 	2 CEU's
CEA PD work session	<ul style="list-style-type: none"> ▪ <i>CSEO's ONLY</i> 	1 CEU
CEA Legislative Day	<ul style="list-style-type: none"> ▪ <i>Signing in/out pursuant to guidelines</i> 	1 CEU



OPPORTUNITY	PROOF/NOTES	NUMBER OF CEU'S POSSIBLE
AEA Webinars	<i>Provide certificate from AEA</i>	CEU's = Actual hours attended
Passing CSEO Exam		6 CEU's
Passing CEO Exam		6 CEU's
Passing CBSS Exam <small>(new revised exam as 11.14)</small>		6 CEU's
Passing CMHS Exam <small>(new revised exam as 11.14)</small>		6 CEU's
Passing CEI Exam		2 CEU's
Passing CET Exam		3 CEU's
Proctor PD Exam	<ul style="list-style-type: none"> ▪ <i>Must be a CSEO to proctor</i> ▪ <i>Maximum of 3 CEU's</i> 	1 CEU per section proctored (3 CEU's max)
Notary class	<ul style="list-style-type: none"> ▪ <i>Photocopy of Notary Commission</i> 	3 CEU's
CEA On-line Education	<ul style="list-style-type: none"> ▪ <i>Certificate of Completion</i> 	CEU – as designated per course
AEA Member State Dinner meeting or AEA member State Conferences	<ul style="list-style-type: none"> ▪ <i>501 Form signed by event CEA representative – CEO or CSEO or</i> ▪ <i>Provide AEA member state certificate of attendance</i> 	A max of 1/4 of credits earned during the 4 yr cycle
Speakers/Instructors for workshops and seminars (i.e. AEA, CEA, any regional, Escrow Institute, CLTA, ALTA any CEA accredited/approved organization).	<ul style="list-style-type: none"> ▪ <i>501 Form signed by event CEA representative - CEO or CSEO</i> ▪ <i>Provide Certificate from Association indicating class completion as instructor</i> 	CEU's – Double credit earned for actual hours taught

Alternative proof of completion or attendance at events may be considered by the current PD Portfolio Chair. It is the PD holder's responsibility to obtain certificates and submit them to CEA headquarters for CEU credit to be given.