



## Continuing Education Unit Policy

As a Certified Member you must take a minimum of 6 continuing education units (CEUs) every membership year. A membership year begins July 1 and ends June 30, for example, July 1, 2021 through June 30, 2021.

If you take more than 6 CEUs in one membership year, those additional hours will be applied towards the CEU requirement for your next membership year. Please note that extra CEUs will carry over for just one membership year.

Certified Lifetime Members are exempt from the CEU policy.

As a Certified Member, if you don't meet the above CEU guidelines:

- Your primary PSIA-AASI division will assess you a delinquency fee at the end of every membership year you do not meet the CEU requirements. This fee will appear on your membership dues renewal.
- Your primary PSIA-AASI division will update your membership status – what you see on your member card – to reflect certified inactive status until you obtain the required amount of CEUs. When you complete your CEUs, you'll return to certified active status. Please note that certified inactive and certified active describe your member status and not your membership type. These are subcategories of Certified Members.

As a certified inactive status member you have 4 years to achieve your CEU requirements. To return to certified active status, you'll need to obtain this number of CEUs per year:

- 1 year: 12 CEUs
- 2 years: 18 CEUs
- 3 years: 24 CEUs
- 4 years: 24 CEUs

If you are unable to obtain enough CEUs to move back into the certified active status at the end of 4 years, your PSIA-AASI division will change your membership type to Alumni Member.

### ADDITIONAL DETAILS

If you're anticipating that you can't maintain or pursue your CEU requirements due to personal reasons (e.g. medical issues, military obligations, moving to another country) you have two options:

1. You can apply for a waiver from your primary PSIA-AASI division.

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2. -OR- If you know you'll be inactive for more than one year and you meet the Alumni Member criteria, you can move to the Alumni Member category. You'll receive discounted membership dues, you won't need to maintain your CEUs, and when you're ready to change your membership to Certified Member, just follow the reinstatement policy for Alumni Members.

**Example A:**

July 1, 2020 – June 30, 2021 season: You didn't earn any CEUs (zero/0) this season. At the end of the season, you'll see a delinquency fee on your membership dues renewal statement and you'll notice that you're listed as a certified inactive status for the 2021-2022 season. You'll need to then earn a minimum of 12 CEUs in the next 2021 - 2022 season to return to certified active status.

First-Year Inactive Status: 2021-2022 (12 CEUs Required)

At the end of the season, you didn't earn 12 CEUs to return to in the certified active status. You'll see a delinquency fee on your membership dues renewal statement and your status will remain certified inactive status. You'll need to then earn 18 CEUs in the 2022-2023 season to return to certified active status.

Second-Year Inactive Status: 2022-2023 (18 CEUs Required)

At the end of the season, you didn't earn 18 CEUs to return to the certified active status. You'll see a delinquency fee on your membership dues renewal statement and your status remains in certified inactive status. You'll need to then earn 24 CEUs in the 2023-2024 season to return to certified active status.

Third-Year Inactive Status: 2023-2024 (24 CEUs Required)

At the end of the season, you didn't earn 24 CEUs to return to active status. You'll see a delinquency fee on your membership dues renewal statement and your status remains certified inactive. You'll need to earn 24 CEUs in the 2024-2025 season to return to certified active status.

Fourth-Year Inactive Status: 2024-2025 (24 CEUs Required)

At the end of the season, you didn't earn 24 CEUs to return to active status. You'll see a delinquency fee on your membership dues renewal statement and your status remains in a certified inactive status.

At the end of your the fourth membership year of an inactive status (2024-2025 season), you'll automatically move to the Alumni Member category.

**Example B:**

July 1, 2020 – June 30, 2021 season: You earns 2 CEUs. You'll still see a delinquency fee on your membership due renewal statement, and you're status is changed to inactive at the end of the season.

**First-Year Inactive Status: 2021-2022 (12 CEUs Required)**

Inactive CEU requirement for the first season is 12 and you earned 2 CEUs from the previous season. You can apply your 2 CEUs to the 12 needed for this season. Now, you only need to take and complete 10 CEUs to return to certified active status.

Instead of getting 10, you earned 6 CEUs this season. At the end of this season, you'll be assessed another fee on your membership dues renewal statement, remain inactive, and must earn 10 CEUs for the next season (second-year inactive is 18 CEUs, you've earned 6 + 2 = 8).

**Second-Year Inactive Status: 2022-2023 (18 CEUs Required)**

You now need 10 CEUs ( $18 - 8 = 10$ ) to return to certified active status. You earn 10 CEUs during this season and PSIA-AASI's member database (AMS) automatically changes your membership status to certified active.

At the end of this season, you'll remain active, you won't see a delinquency fee on your dues statement, and now you'll just be required to earn the standard 6 CEUs the following season.

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