



Guidelines for Continuing Education (CE) Credits

All Professional Reserve Analyst (PRA) members are required to complete 8 credits of continuing education (CE) per year by attending education events provided by APRA or equivalent education approved by APRA. Attending the annual APRA Symposium fulfills the 8 CE credits for the year. If you do not attend the Symposium, you may earn CE credits for courses described below.

APRA Pre-Approved Courses

APRA has pre-approved a list of CE offerings provided free of charge by www.AECDaily.com. The list is available on the [APRA Website](#). Each pre-approved course is worth 2 CE credits so you must complete 4 courses to fulfill your 8 CE credits. You must provide a certificate of completion for each course to receive credit.

Requesting Pre-Approval for Other Courses

You may submit a request for CE credits for other courses as long as the course:

- Is related to the reserve study process
- Focuses on typical component installation, maintenance, repair or inspection
- Focuses on something that would be part of a reserve study

No CE credits will be given for teaching a course; CE credits are only given for attending a course.

Please submit your request for Other Course CE credit pre-approval to APRA@teamwi.com and include the following information:

- Your name and contact information
- Title of course
- Number of credits requested (1 class hour = 1 CE credit)
- Description of course

Administrative Fee

To submit either Pre-Approved or Other Course CE credits, a \$199 administrative fee is payable either by credit card or check.

Paying by Credit Card	Paying By Check
<p>Call Amanda</p> <ul style="list-style-type: none"> ➤ 877-858-5047, ext. 20 <p>Call Brenda</p> <ul style="list-style-type: none"> ➤ 877-858-5047, ext. 10 	<p>Make check payable to:</p> <p>APRA W175 N11117 Stonewood Dr, Suite 204 Germantown, WI 53022</p>