Deciphering Continuing Education Credits

In this example, the certified director achieved certification on 3/16/2010. From this point, John Doe has two years (plus a one month cushion) to attend four continuing education (CE) courses to extend his certification. If he does not attend all four courses within the 25 month period, he will become decertified and will need to re-apply to the program.

This section shows the certification status. On 3/20/2012, the director completed the fourth CE course, which extended his certification from 3/16/12 to 3/20/2014. This gives him two more years to complete four more CE courses by 3/20/2014. He attended the Missouri state convention in 3/27/2013 where they offered four FMDC courses. This extended his certification for two years from the date he took the fourth CE credit (3/27/2013 to 3/27/2015).

Below you will see all of the courses the director has attended. In the Credits column, the courses with “CE + date” are courses that been “used up” to extend the certification. If there is a credit followed only by “CE,” that means those are courses that will count towards the next extension of certification. If this director attends two more courses (other than Board Evaluation and Management Relations/Succe$$ion Planning) on 5/1/2013, he will see the “CE 5/1/2013” for those courses in the Credits column. His certification will then be extended from 5/1/2013 to 5/1/2015.