

**NACVA®**

The National Association of Certified Valuation Analysts



## **NACVA's CVA/AVA Recertification Requirements— To Be Completed Every Three Years**

**NACVA's Recertification Point System: 100 Points Required**

**Recommended Process to Recertify:**

- 36 hours of CPE in applicable subjects = 50 points
- Attend/complete NACVA's *Current Update in Valuations* course = 25 points
- Participate in NACVA's Quality Enhancement program = 25 points

**Other Options Available—You May Qualify for Points for:**

- Excess CPE
- Experience
- Authorship, Course Development or Instructing

**For questions or assistance in completing the Reporting Form, call NACVA's  
Recertification Specialist: (800) 677-2009 x233 or email [beckya1@nacva.com](mailto:beckya1@nacva.com)**

# When are you due?

YEAR CVA/AVA ISSUED	Recertification Reporting Due Dates—December 31 <sup>st</sup> of Year Indicated							
	2005	2006	2007	2008	2009	2010	2011	2012
<b>1994 or PRIOR</b>		Recertification Due			Recertification Due			Recertification Due
<b>1995</b>			Recertification Due			Recertification Due		
<b>1996</b>	Recertification Due			Recertification Due			Recertification Due	
<b>1997</b>		Recertification Due			Recertification Due			Recertification Due
<b>1998</b>		Recertification Due			Recertification Due			Recertification Due
<b>1999</b>			Recertification Due			Recertification Due		
<b>2000</b>	Recertification Due			Recertification Due			Recertification Due	
<b>2001</b>			Recertification Due			Recertification Due		
<b>2002</b>	Recertification Due			Recertification Due			Recertification Due	
<b>2003</b>		Recertification Due			Recertification Due			Recertification Due
<b>2004</b>			Recertification Due			Recertification Due		
<b>2005</b>				Recertification Due			Recertification Due	
<b>2006</b>					Recertification Due			Recertification Due
<b>2007</b>						Recertification Due		
<b>2008</b>							Recertification Due	
<b>2009</b>								Recertification Due

Find out when your next Reporting Cycle is due by locating the year you were certified.

WE ESTABLISH, BUILD, PROTECT and DEFEND VALUE™

# NACVA CVA/AVA RECERTIFICATION REPORTING FORM (Submission Required)



*Note: A more in-depth description of the recertification requirements is posted on our website at [www.nacva.com](http://www.nacva.com) under Professional Certifications; then select Recertification.*

**REQUIRED:** Please complete the information below and return to NACVA by the last day of your reporting cycle.

Name: \_\_\_\_\_ NACVA Member Number: \_\_\_\_\_  
 Name of Firm/Company: \_\_\_\_\_ NACVA Credential (CVA/AVA): \_\_\_\_\_  
 Address (Include mail stop if applicable): \_\_\_\_\_ Year Credential Received: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_  
 Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

- NACVA’s recertification program follows a 100-point system.
- Recertification requirements must be completed every three years.
- **All recertification including CPE reporting is due by December 31<sup>st</sup> and is required by all credentialed members**, e.g., instructors, board members, graders, committee members, State Chapter Presidents, etc.
- The tri-annual fee for this service is \$250, all or part of which can be offset.

Please follow carefully and complete the information below:

**Three-year cycle for which you are reporting is: January 1, 200\_\_ to December 31, 200\_\_; this is your Reporting Cycle.**

	<u>Fee</u>	<u>Points</u>
	<u>Determination</u>	<u>Total</u>
Administration and Processing Fee for Recertification ( <i>all CVA/AVA credentialed members must pay this fee which, however, may be offset in whole or in part in section II below</i> ) .....	\$250	

## I. POINTS FOR CONTINUING PROFESSIONAL EDUCATION (CPE)

- Designees are **required to obtain a minimum of 36 hours of CPE** in business valuation, litigation support, fraud consulting, or related applications for which they **will receive 50 points towards fulfilling the 100-point requirement. At least 18 of the 36 hours must be in the areas of business valuation, litigation consulting, or forensic accounting (not all (36) hrs can be fraud).**
- Additional points will be awarded designees who can demonstrate having earned applicable CPE in “excess” of their 36-hour requirement, **where each additional CPE hour will equal one point up to a maximum of 25 additional points.**

Please list all qualifying courses/conferences validating that you meet this requirement, then add points to the Points Total column. (**Attach a separate list or spreadsheet if necessary.**)

<u>Course / Program Title / Sponsor</u>	<u>Training Format *</u>	<u>Date(s) Taken</u>	<u># CPE Hrs Awarded</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**There is no CPE carryover into the next reporting period.**

\* Seminar (S), Conference (C), Self-Study (SS), Other (O) **Total Hours of CPE** \_\_\_\_\_

Total points applied towards NACVA Recertification (**75 point maximum**)..... \_\_\_\_\_  
 (50 pts for required 36 hrs CPE, 25 pts for 25 excess if you qualify)

## II. POINTS FOR PARTICIPATING IN NACVA RECOMMENDED PROGRAMS

- NACVA offers two programs it considers helpful and beneficial to valuers at all levels:
  - “Knowledge of Current Developments” and “Knowledge of Quality Issues”
- Participation in either of these programs will award the designee 25 points each.

### A. Knowledge of Current Developments (KCD)

- It is recommended that designees take NACVA’s revised course entitled, “Current Update in Valuations” (CUV) in each three-year Reporting Cycle towards satisfying their recertification requirement.
- The eight CPE hours (12 hrs CPE for self-study) awarded for CUV **can be included in the CPE reporting towards the required (36) CPE hours above.**
- The registration/order form can be found on page 4.

If you have taken NACVA’s CUV course during the Reporting Cycle, check here, indicate below the date and location the course was taken, add 25 points and deduct \$125 from the Fee Determination column ..... \$<\_\_\_\_\_> \_\_\_\_\_

Date: \_\_\_\_\_ Location or Self-Study: \_\_\_\_\_

**B. Knowledge of Quality Issues (KQI) (Five Options—Maximum 25 points)**

It is highly recommended designees participate in NACVA's "Knowledge of Quality Issues" (KQI) program.

1. Quality Enhancement Questionnaire (QEQ) (2 hrs CPE) (sign-up on page 5);
2. Case Analysis in Person (or by phone) (CAP) (2 hrs CPE) (sign-up on page 5);
3. Submit a sanitized business valuation report, prepared in the last 12 months (this option does not qualify for CPE and a separate fee applies) (sign-up on page 6);
4. Attend NACVA's live course entitled, "Advanced Techniques for Exceptional Report Writing" (8 hrs CPE) **or** take the three-part webinar series (6 hrs CPE) (sign-up on page 7)
5. Attend NACVA's webinar course entitled, "Working Through the BV Standards & Ethics Maze" (2 hrs CPE) (Sign-up on page 8) (**Webinars prior to January 2009 do not qualify towards recertification.**)
  - **Only one of these five options can be applied towards Recertification under KQI**
  - **CPE awarded from these can be included towards the (36) CPE hours required in Section I under the CPE Reporting Requirement**

- |  |           |       |
|--|-----------|-------|
| <input type="checkbox"/> If you have participated in either Option (1) QEQ, or (2) CAP during the Reporting Cycle, check here, indicate the date and location, add 25 points and deduct \$125 from the Fee Determination column .....<br>Date: _____ Location or by Phone: _____                                       | \$<_____> | _____ |
| <input type="checkbox"/> If you have submitted a report under Option (3) during the Reporting Cycle and received a passing grade, check here, indicate the date of confirmation, add 25 points and deduct \$125 from the Fee Determination column.....<br>Date of Confirmation Letter: _____                           | \$<_____> | _____ |
| <input type="checkbox"/> If you have taken NACVA's recommended Report Writing course in Option (4) during the Reporting Cycle, check here, indicate the date and location the course was taken, add 25 points and deduct \$125 from the Fee Determination column .....<br>Date: _____ Location: (if applicable): _____ | \$<_____> | _____ |
| <input type="checkbox"/> If you have taken NACVA's recommended Working Through the BV Standards & Ethics Maze Webinar in Option (5) during the Reporting Cycle, check here, indicate the date the webinar was taken, add 25 points and deduct \$125 from the Fee Determination column.....<br>Date: _____              | \$<_____> | _____ |

**Other Options Available Below:**

**III. POINTS FOR AUTHORSHIP, COURSE DEVELOPMENT OR INSTRUCTING**

*(To learn how to Qualify for Points, see Exhibit A on page 3 of the Recertification Brochure.)*

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> If you have made significant contributions to the intellectual capital of the industry and received a letter of determination of points awarded, check here, indicate date of determination, and the (25) points awarded (Remit \$125 Fee) .....<br>Date of Letter of Determination: _____ |  |  |
|---|--|--|

**IV. POINTS FOR EXPERIENCE**

*(To learn how to Qualify for Points, see Exhibit B on page 3 of the Recertification Brochure.)*

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> If you qualify for points under the experience option, and received a letter of determination of points awarded, check here, add 25 points and submit a description of your experience over the Reporting Cycle and three business references who can validate your experience (Remit \$125 Fee).....<br>Date of Letter of Determination _____ |  |  |
|---|--|--|

**TOTAL POINTS: Must equal 100 (Note: Excess points cannot be carried over to the next Reporting Cycle.)** .....

**Reactivation Fee: \$150** (if on inactive status) .....\$ \_\_\_\_\_

**TOTAL FEE: Must be remitted with this form (cannot be less than zero)** .....\$ \_\_\_\_\_

**PAYMENT METHOD:**

Check #: \_\_\_\_\_ Charge to:  AMEX  VISA  MasterCard  Discover Card  Diners Club

Credit Card Number: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Credit Card Billing Address:  Check if address is the same as above \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

**Attestation:** I hereby attest that the information provided above is true and accurate and is evidence of my qualifications to continue to carry and display my NACVA credential. I grant NACVA the right to verify any of the information provided upon request and with reasonable advance notice.

Signature<sup>†</sup>: \_\_\_\_\_ Date: \_\_\_\_\_

<sup>†</sup> Your signature will authorize NACVA to confirm your recertification and reporting requirements via e-mail and/or fax, if necessary, and authorize NACVA to use either medium for future communication. NACVA will not disclose or share this information with third parties to secure confidentiality.

**Note: Fees are subject to change at any time. There is a \$15 record search fee for CPE research requests.**

**THIS FORM MAY BE SCANNED/E-MAILED,  
MAILED, OR FAXED TO NACVA HQ  
ALONG WITH FEE TO:**

**NACVA Recertification**  
 1111 Brickyard Road • Suite 200  
 Salt Lake City • Utah • 84106-5401  
 E-mail: [beckyal@nacva.com](mailto:beckyal@nacva.com)

**MAIN FAX: (801) 486-7500  
 DIRECT FAX: (866) 437-9907  
 TEL: (801) 486-0600**

# HOW TO QUALIFY FOR POINTS

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## EXHIBIT A—POINTS FOR AUTHORSHIP, COURSE DEVELOPMENT AND INSTRUCTING

Upon written request, NACVA's Valuation Credentialing Board (VCB) or designated body may award a designee points towards fulfilling his/her recertification requirements for works of authorship on subject matter pertinent to valuation, litigation or fraud. This includes writing books, articles, and developing courses for instruction or self-study purposes. Designees may obtain points for teaching/presenting in these relevant areas, as well. Your request **must** be submitted in writing to NACVA headquarters (HQ) detailing your contributions to the intellectual capital of the industry during your Reporting Cycle, and for which you are requesting credit/points towards recertification. You must include with your request copies of all relevant works or documentation validating your noted contributions. The total amount of points one may obtain in this category is 25. A determination, which is non-contestable, will be made and communicated within 30 days indicating the number of points, if any, to be awarded.

## EXHIBIT B—POINTS FOR EXPERIENCE

Designees who demonstrate with business references or attestations having qualifying experience during their three-year Reporting Cycle will receive 25 points towards fulfilling their requirements. Qualifying experience is defined as 1500 hours in a three-year cycle in related projects or assignments involving, but not limited to, any or all of the following types of activities in items "1" or "2" below:

- 1. Engagements/Projects/Assignments** that are designed to arrive, or in part help to arrive, at a determination of value for an entity, an interest therein, an investment instrument, a benefit stream, or that are designed to help improve the value of a business enterprise. Specific activities that fall within the scope of this type of qualifying experience include various tasks required in the performance of such engagements/projects/assignments as: defining objectives; planning procedures; applying analytical applications; conducting research and interpreting findings; formulating the foundation for conclusions; organizing and documenting results; and communicating the results and conclusions of such engagement/project/assignment; or
- 2. Work/Services/Tasks** performed as an employee, independent contractor, graduate student or owner/operator of a business enterprise, that is fundamental to one or more of the many processes/steps characteristic to the valuation of an entity or interest therein, or of an investment interest or benefit stream. Specific activities that fall within the scope of this type of qualifying experience include various functions required in the performance of such work/services/tasks as: preparing financial forecasts for the purpose of strategically evaluating and planning a course of action; conducting economic research and analysis to assess opportunities, strategic alternatives and initiatives, competitive and economic risks; analyzing company and competitor financial statements identifying strengths, weaknesses, and competitive risks; performing analytical procedures to evaluate the risk and worthiness of an investment; studying investment characteristics to ascertain risk, sensitivity and alternatives; constructing economic financial statements adjusting various data recorded in historical financial statements to the current economic reality and appropriateness; evaluating industry transaction data to determine its appropriateness and fit to a subject company; designing analytical processes to test assumptions in models and forecasts to ascertain reliability and applicability to a specific application; and determining the cost of capital for evaluating an investment decision.



Recertification Program for Knowledge of Current Developments (KCD)—(8 hrs of CPE awarded, (live sessions)—25 points credit)

Please complete the information below (send copy and keep original for your records): NACVA Member Number: \_\_\_\_\_

Name: \_\_\_\_\_ NACVA Credential (CVA/AVA): \_\_\_\_\_

Name of Firm/Company: \_\_\_\_\_

Address (Include mail stop if applicable): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

2009 SEMINAR SCHEDULE LOCATIONS AND DATES: (\$450 NACVA member price, \$500 non-member price)

Check which one you plan to attend:

- Checkboxes for seminar locations and dates: Dallas, TX, Boston, MA, Providence, RI, San Diego, CA, Baltimore, MD, Denver, CO, Orlando, FL, Philadelphia, PA, Milwaukee, WI, Chicago, IL, San Francisco, CA, Columbus, OH, Pittsburgh, PA, New Orleans, LA, Jersey City, NJ, Indianapolis, IN, Atlanta, GA.

† Held in conjunction with one of NACVA's Consultants' Training Institutes

ORDER INFORMATION:

- Ordering options: Register me to attend the live Current Update in Valuations seminar (\$450 member price), Early Registration Discount for Live Seminar Only—10% (60 days prior to session) or 5% (30-59 days prior), I cannot attend the seminar, but wish to order the self-study course for \$250 (12 hrs CPE awarded\*).

\*Members should check with their own State Board of Accountancy to determine CPE acceptance on self-study.

TOTAL: \$ \_\_\_\_\_

PAYMENT METHOD:

Payment details: Check #, Charge to (AMEX, VISA, MasterCard, Discover Card, Diners Club), Credit Card Number, Exp. Date, Credit Card Billing Address, State, ZIP, Authorized Signature.

† Your signature will authorize NACVA to confirm your registration via e-mail and/or fax and authorize NACVA to use either medium for future communication. NACVA will not disclose or share this information with third parties to secure confidentiality.

RETURN REGISTRATION TO:

MAIL: NACVA Recertification, 1111 Brickyard Road • Suite 200, Salt Lake City • Utah • 84106-5401

FAX: (801) 486-7500, TEL: (801) 486-0600, TO REGISTER: (800) 677-2009



# NACVA'S QUALITY ENHANCEMENT PROGRAM REGISTRATION FORM

Recertification Program for Knowledge of Quality Issues (KQI)—(2 hours of CPE awarded—25 points credit) Member #: \_\_\_\_\_  
Please complete the information below (*send copy and keep original for your records*): Date: \_\_\_\_\_

Name: \_\_\_\_\_ NACVA Credential (CVA/AVA): \_\_\_\_\_

Name of Firm/Company: \_\_\_\_\_

Address (Include mail stop if applicable): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

## OPTION #1—QUALITY ENHANCEMENT QUESTIONNAIRE: (\$195 member price) (2 hours of CPE awarded)

Please send me the Quality Enhancement Questionnaire with instructions and arrange for a QE Team Reviewer to contact me. The Reviewer will contact you to schedule a specific date and time for the QE Review.

The best time to contact me is:  AM or  PM

Best month for my review in 2009 is:  May  June  July  Aug  Sept  Oct  Nov  Dec

## OPTION #2—CASE ANALYSIS BY PHONE (CAP) SESSION: (\$195 member price) (2 hours of CPE awarded)

I would like to moderate a CAP conference call (*NACVA will forward applicable guidelines*).

I would like to submit a sanitized valuation report for review during a CAP conference call. (*Please contact NACVA for report and sanitization requirements.*) (Report submitters automatically receive free attendance to CAP plus a free copy of the "Conclusions and Recommendations" (CAR) summary from the CAP in which their report is reviewed.)

I do not want to participate in the CAP conference call when my report is reviewed. You would, however, remain anonymous when your report is reviewed.

NACVA has my permission to use my sanitized report for other Case Analysis sessions—I understand I will receive a royalty of \$1 for each reprint of my report other than the CAP session where it is first reviewed.

I would like a CAR summary of my CAP session—*fee \$20* (This option is only available at time of registration.)

I would like to participate in the following CAP session:

*Sessions are held at 12:00 pm noon (Mountain Time) on Wednesdays, generally two to three times each month.\* Each CAP session lasts approximately two hours and requires approximately three hours of preparation time. Registrations must be received no later than four weeks in advance. Late registrations will automatically shift to the next scheduled session.*

### 2009 Case Analysis by Phone Schedule

April '09	May '09	June '09	July '09	Aug '09	Sept '09	Oct '09	Nov '09	Dec '09
<input type="checkbox"/> 22 <sup>nd</sup>	<input type="checkbox"/> 13 <sup>th</sup>	<input type="checkbox"/> 10 <sup>th</sup>	<input type="checkbox"/> 8 <sup>th</sup>	<input type="checkbox"/> 12 <sup>th</sup>	<input type="checkbox"/> 2 <sup>nd</sup>	<input type="checkbox"/> 7 <sup>th</sup>	<input type="checkbox"/> 4 <sup>th</sup>	<input type="checkbox"/> 2 <sup>nd</sup>
	<input type="checkbox"/> 27 <sup>th</sup>	<input type="checkbox"/> 24 <sup>th</sup>	<input type="checkbox"/> 22 <sup>nd</sup>	<input type="checkbox"/> 26 <sup>th</sup>	<input type="checkbox"/> 9 <sup>th</sup>	<input type="checkbox"/> 14 <sup>th</sup>	<input type="checkbox"/> 11 <sup>th</sup>	<input type="checkbox"/> 9 <sup>th</sup>
					<input type="checkbox"/> 23 <sup>rd</sup>	<input type="checkbox"/> 21 <sup>st</sup>	<input type="checkbox"/> 18 <sup>th</sup>	<input type="checkbox"/> 16 <sup>th</sup>

*\*If you miss the scheduled session, fees will be forfeited. You can change a scheduled session with three weeks' advance notice; changes with shorter notice will be subject to a rescheduling fee.*

## 2009 CASE ANALYSIS IN PERSON (CAP) SESSION: (\$195 recertification administration fee in addition to applicable registration fees<sup>†</sup>)

### (Circle Choice Below) 6:30 am – 8:15 am

May 8<sup>th</sup> ..... Dallas, TX ..... NACVA Training Center  
 May 27<sup>th</sup> ..... Boston, MA ..... NACVA Annual Conference  
 July 17<sup>th</sup> ..... San Diego, CA ..... NACVA Training Center  
 July 22<sup>nd</sup> ..... Baltimore, MD ..... NACVA/CPA Associates  
 July 31<sup>st</sup> ..... Denver, CO ..... Forensic Accounting Academy  
 July 31<sup>st</sup> ..... Orlando, FL ..... NACVA Training Center  
 August 14<sup>th</sup> ..... Philadelphia, PA ..... NACVA Training Center  
 August 21<sup>st</sup> ..... Milwaukee, WI ..... NACVA Training Center

September 18<sup>th</sup> ..... San Francisco, CA ..... NACVA Training Center  
 September 21<sup>st</sup> ..... Chicago, IL ..... Consultants' Training Institute  
 October 16<sup>th</sup> ..... Columbus, OH ..... Forensic Accounting Academy  
 October 26<sup>th</sup> ..... Pittsburgh, PA ..... NACVA State Chapter  
 October 30<sup>th</sup> ..... New Orleans, LA ..... NACVA Training Center  
 November 9<sup>th</sup> ..... Jersey City, NJ ..... Consultants' Training Institute  
 November 13<sup>th</sup> ..... Indianapolis, IN ..... NACVA Training Center  
 December 7<sup>th</sup> ..... Atlanta, GA ..... Consultants' Training Institute

<sup>†</sup> To register for Case Analysis in Person at the applicable event, call NACVA Member Services at (800) 677-2009.

## PAYMENT METHOD:

Check #: \_\_\_\_\_ Charge to my:  AMEX  VISA  MasterCard  Discover Card  Diners Club

Credit Card #: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Credit Card Billing Address: ( Same as above): \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Authorized Signature<sup>‡</sup>: \_\_\_\_\_

<sup>‡</sup> Your signature will authorize NACVA to confirm your registration via e-mail and/or fax and authorize NACVA to use either medium for future communication. NACVA will not disclose or share this information with third parties to secure confidentiality.

## RETURN REGISTRATION TO:

TOTAL \$ \_\_\_\_\_

**MAIL:** NACVA Recertification  
1111 Brickyard Road • Suite 200  
Salt Lake City • Utah • 84106-5401

**FAX:** (801) 486-7500  
**TEL:** (801) 486-0600  
**TO REGISTER:** (800) 677-2009



# NACVA'S QUALITY ENHANCEMENT PROGRAM SUBMISSION FORM

## OPTION #3—KNOWLEDGE OF QUALITY ISSUES (KQI)

Recertification Program Option for Knowledge of Quality Issues (KQI)—(25 points credit)

Please complete the information below (*send copy and keep original for your records*):

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Firm/Company: \_\_\_\_\_ NACVA Member Number: \_\_\_\_\_

Address (Include mail stop if applicable): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Which designation do you currently hold?  Certified Valuation Analyst (CVA)  
 Accredited Valuation Analyst (AVA)

Are you a member in good standing with NACVA?  Yes  No (*You must be current with your NACVA membership dues before making report submission.*)

### To meet the requirements for NACVA's Knowledge of Quality Issues (KQI) program and receive 25 points credit towards CVA/AVA recertification, the applicant must:

1. Submit a sanitized business valuation report, prepared in the last 12 months, representative of the quality of the applicant's work product for review by NACVA's Valuation Credentialing Board (VCB) or designated body. The report will be graded by the VCB on a scale of 1–100 using the same criteria applied to reports submitted for grading in NACVA's in-office/take-home case study portion of the credentialing exam. **(Allow six to eight weeks for grading.)** Upon receiving confirmation of a passing grade, the applicant will have satisfactorily completed this part of NACVA's KQI program for recertification. **(To take advantage of this alternative your case must be submitted no later than two months prior to the end of your Reporting Cycle, e.g., October 31<sup>st</sup>.)**
2. Attest by signing below that the report being submitted is applicant's work product or that if applicant used staff to assist in producing the report more than 50% of the actual work performed in the creation of the report must have been performed by applicant.

Applicant's Attestation: \_\_\_\_\_ Date: \_\_\_\_\_  
PLEASE SIGN

### PAYMENT METHOD: (Fee is \$300)

Check #: \_\_\_\_\_ Charge to:  AMEX  VISA  MasterCard  Discover Card  Diners Club

Credit Card Number: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Credit Card Billing Address: ( Same as above) \_\_\_\_\_ State: ZIP: \_\_\_\_\_

Authorized Signature\*: \_\_\_\_\_

\* *Your signature will authorize NACVA to confirm your submission request via e-mail and/or fax, if necessary, and authorize NACVA to use either medium for future communication. NACVA will not disclose or share this information with third parties to secure confidentiality.*

\*\*Contact NACVA for sanitizing instructions and grading key or visit our website in the Members Only section under Recertification.

RETURN SUBMISSION AND ADMINISTRATION /GRADING FEE OF \$300 TO: TOTAL \$ \_\_\_\_\_

**MAIL:** NACVA Recertification  
1111 Brickyard Road • Suite 200  
Salt Lake City • Utah • 84106-5401

**FAX:** (801) 486-7500  
**TEL:** (801) 486-0600



# NACVA'S QUALITY ENHANCEMENT PROGRAM REGISTRATION FORM

Recertification Program for Knowledge of Quality Issues (KQI)—(25 points credit)  
Please complete the information below (*send copy and keep original for your records*):

Member #: \_\_\_\_\_  
Date: \_\_\_\_\_

Name: \_\_\_\_\_ NACVA Credential (CVA/AVA): \_\_\_\_\_  
Name of Firm/Company: \_\_\_\_\_  
Address (Include mail stop if applicable): \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_  
Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

## OPTION #4—ADVANCED TECHNIQUES FOR EXCEPTIONAL REPORT WRITING

### Advanced Techniques for Exceptional Report Writing (Live course or Webinar.)

Experienced valuers have the mechanics of report writing down. They are comfortable with valuation methodologies and theory, but this does not necessarily make them good report writers. Since the valuation report is the best marketing tool available, this series is designed to help participants reduce errors in communication and interpretation of their facts, assumptions, rationale, and conclusions and improve the readability of their reports. Since most of NACVA's education is focused on methodologies and technical matters, this course is designed to help practioners take their work to the next leave and ultimately to get their reports read and understood.

Register me for the Advanced Techniques Exceptional Report Writing Course<sup>†</sup>: .....(member price) \$450  
.....(non-member price) \$500

**Live Course**  September 25<sup>th</sup> Chicago, IL  
Eight (8) hrs of CPE are awarded. Live course 8:30 AM – 5:00 PM

Register me for the Advanced Techniques for Exceptional Report Writing Webinar<sup>†</sup>: .....(member price) \$410  
.....(non-member price) \$450

All webinars are from 12:00 MT to 2:00 MT (Indicate which session you wish to attend)

	<input type="checkbox"/> <b>First Session</b>	<input type="checkbox"/> <b>Second Session</b>	<input type="checkbox"/> <b>Third Session</b>
<b>Part One</b>	September 4 <sup>th</sup>	December 2 <sup>nd</sup>	January 14, 2010
<b>Part Two</b>	September 11 <sup>th</sup>	December 9 <sup>th</sup>	January 21, 2010
<b>Part Three</b>	September 18 <sup>th</sup>	December 16 <sup>th</sup>	January 28, 2010

Two (2) hrs of CPE are awarded for each part, totaling six (6) hours CPE. **All three parts need to be taken to qualify for recertification.**

### Techniques for Exceptional Report Writing (Two hour webinar)

This intermediate webinar will help you take your report writing skills to the next level. It is designed to help attendees with the integration of writing style, logic, critical thinking, and avoid common fallacies in the use of logic and deductive reasoning. Two (2) hrs of CPE are awarded. **This webinar does not qualify for recertification.** (Indicate which webinar you wish to attend.)

Register me for Techniques for Exceptional Report Writing Webinar<sup>†</sup>: .....(member price) \$175  
.....(non-member price) \$195

**Webinar Dates**  
 August 28<sup>th</sup>  September 30<sup>th</sup>  November 4<sup>th</sup>  December 17<sup>th</sup>  January 13, 2010

All webinars are from 12:00 MT to 2:00 MT

<sup>†</sup> To register call NACVA Member Services at (800) 677-2009.

### PAYMENT METHOD:

Check #: \_\_\_\_\_ Charge to my:  AMEX  VISA  MasterCard  Discover Card  Diners Club  
Credit Card #: \_\_\_\_\_ Exp. Date: \_\_\_\_\_  
Credit Card Billing Address: ( Same as above) \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_  
Authorized Signature<sup>‡</sup> \_\_\_\_\_

<sup>‡</sup> Your signature will authorize NACVA to confirm your registration via e-mail and/or fax and authorize NACVA to use either medium for future communication. NACVA will not disclose or share this information with third parties to secure confidentiality.

### RETURN REGISTRATION TO:

**TOTAL \$** \_\_\_\_\_

**MAIL:** NACVA Recertification  
1111 Brickyard Road • Suite 200  
Salt Lake City • Utah • 84106-5401

**FAX:** (801) 486-7500  
**TEL:** (801) 486-0600  
**TO REGISTER:** (800) 677-2009



# NACVA'S QUALITY ENHANCEMENT PROGRAM REGISTRATION FORM

Recertification Program for Knowledge of Quality Issues (KQI)—(2 hours of CPE awarded—25 points credit) Member #: \_\_\_\_\_  
Please complete the information below (*send copy and keep original for your records*): Date: \_\_\_\_\_

Name: \_\_\_\_\_ NACVA Credential (CVA/AVA): \_\_\_\_\_  
Name of Firm/Company: \_\_\_\_\_  
Address (Include mail stop if applicable): \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_  
Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

## OPTION #5—WORKING THROUGH THE BV STANDARDS & ETHICS MAZE (BVSEM) WEBINAR (2 CPE Hours)

Whether you do one valuation a year or 100, if you're a CPA or a non-CPA working for a CPA firm, as of January 1, 2008, you must comply with the new AICPA Statement on Standards for Valuation Services No. 1 (SSVS). This powerful online course—**Working Through the BV Standards & Ethics Maze**—will address working with and complying with the AICPA's Statement on Standards for Valuation Services No. 1 (SSVS), and overcoming the challenges and obstacles to compliance and applicability. This course also covers in good detail NACVA's Professional Standards; and presenters are prepared to address attendee's questions about other organizations standards, though these are not specifically covered. This is not an introductory course. It is highly recommended for credentialed valuation professionals only. (**Webinars prior to January 2009 do not qualify towards recertification.**)

Course Topics include:

- Calculation Engagement; When Applicable and When Not
- Practice Management Tips
- Sample Engagement Letters and Sample Reports
- Litigation vs Non-Litigation Engagements and Issues Involved
- Examples of What SSVS—Compliant Reports Look Like

Register me for "Working through the BV Standards Maze" Webinar<sup>†</sup>: ..... (member price) \$220  
(non-member price) \$245

All webinars are from 12:00 MT to 2:00 MT (Indicate which one you wish to attend)

- |   |  |
|---|--|
| <input type="checkbox"/> August 28 <sup>th</sup>    | <input type="checkbox"/> December 10 <sup>th</sup> |
| <input type="checkbox"/> September 21 <sup>st</sup> | <input type="checkbox"/> January 15, 2010          |
| <input type="checkbox"/> October 21 <sup>st</sup>   | <input type="checkbox"/> February 12, 2010         |
| <input type="checkbox"/> November 17 <sup>th</sup>  |  |

<sup>†</sup> To register for *Working Through the BV Standards & Ethics Maze (BVSEM) Webinar* by phone, call NACVA Member Services at (800) 677-2009.

### PAYMENT METHOD:

Check #: \_\_\_\_\_ Charge to my:  AMEX  VISA  MasterCard  Discover Card  Diners Club  
Credit Card #: \_\_\_\_\_ Exp. Date: \_\_\_\_\_  
Credit Card Billing Address: ( Same as above) \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_  
Authorized Signature<sup>‡</sup> \_\_\_\_\_

<sup>‡</sup> Your signature will authorize NACVA to confirm your registration via e-mail and/or fax and authorize NACVA to use either medium for future communication. NACVA will not disclose or share this information with third parties to secure confidentiality.

RETURN REGISTRATION TO:

TOTAL \$ \_\_\_\_\_

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1111 Brickyard Road • Suite 200  
Salt Lake City • Utah • 84106-5401

**FAX:** (801) 486-7500  
**TEL:** (801) 486-0600  
**TO REGISTER:** (800) 677-2009

# OTHER ITEMS OF WHICH YOU SHOULD BE AWARE

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## ELECTING OR IMPOSED INACTIVE STATUS

Certified members who wish to defer recertification compliance and reporting due to extended inactivity in business valuation, retirement, unemployment, or a medical condition, but do not want to lose their certification, may elect "Inactive Status" as an Associate or Professional member for up to five years. Under this election (**which is automatically imposed for non-compliance with recertification**), the member **cannot use the NACVA designation in any capacity, i.e., on business cards, company letterhead, website, etc.**, and will have to fulfill the recertification requirements for one reporting period to reactivate. If reactivation occurs within one year, the member **may keep** his/her original date of certification but must continue on the original recertification cycle. Otherwise, the member's effective date of certification will be changed, and a new certificate issued to reflect the current date, placing the member on a new three-year recertification cycle.

Members who have gone more than three but less than five years as inactive are required to take *certain* courses (call NACVA for a list) to fulfill part of their 36-hour CPE recertification requirement. This is to assure they are abreast of recent industry developments. Five or more years of Inactive Status require that one retake the CVA/AVA exam to re-activate. A \$150 reactivation fee is assessed to reinstate one's status from Inactive to Active Status regardless of whether or not it was elected or automatically imposed by Headquarters.

## SPECIAL CONSIDERATION FOR ACTIVE MILITARY SERVICE DURING DEPLOYMENT

- Upon notification and prior to deployment, NACVA membership dues will be suspended (put on hold) for the duration of deployment;
- When member returns from active duty, membership dues will be reinstated;
- If recertification became due during the period of deployment, member is granted one year from when he or she returns to fulfill the recertification requirements.

## RETIRED STATUS

Individuals, 62 years and older and issuing six or fewer valuation or calculation reports per year, who are retired can continue to display their credential as long as they include "retired" after their designation, for example, CVA (retired) or AVA (retired). Those who elect Retired Status can maintain NACVA membership as an Associate Member, and are not required to comply with recertification requirements, which for CVAs includes no longer having to maintain their CPA license.

A retired member **may not** market his/her services, but **may** accept unsolicited valuation projects, and **must** adhere to special requirements as defined by NACVA's Valuation Certification Board. In all cases, the retired member must follow NACVA's Professional Standards in the performance of such work. If the retired member is issuing a report of any kind, written or oral, the retired member has three options as identified in items 1, 2 and 3 below.

1. If such report is to be signed or verbally communicated by the retired member as CVA (retired) or AVA (retired), the retired member must first have it reviewed/critiqued by an active designated member as assigned by NACVA headquarters, and follow the advice of the reviewer (such service will be provided for a nominal fee); or
2. The following disclaimer must be footnoted on the signature page of a written report, or verbally communicated in an oral report:  
*"The analyst signing this report has elected retired status with the National Association of Certified Valuation Analysts. Retired status means the analyst no longer must comply with the Association's recertification requirements. Such requirements are intended to keep credentialed members of the Association abreast of current developments in the field of valuations and attuned to quality issues that pertain to the performance of business valuations."*; or
3. The retired member **may** issue the report, but is prohibited from having any document related to the report or the engagement make reference or mention to the retired member's CVA (retired) or AVA (retired) status, including but not limited to, letterhead, headers/footers of the report, business cards, and/or his/her curriculum vitae.

## CANDIDATE STATUS

CVA/AVA applicants who lack the necessary experience requirement but have completed NACVA's certification exam can use the applicable appellation but must display the word "Candidate" after the designation, i.e., CVA Candidate, AVA Candidate. The designated Candidate has up to three years to fulfill the applicable experience requirement and attest to such evidence, at which time the designated Candidate will no longer be required to display the word "Candidate" when using the designation. If such evidence is not produced within three years, the applicant will lose the right to use the appellation altogether. To be a "CVA Candidate," one must have first passed the CPA exam and be lacking only the experience requirement in his or her state preventing him or her from obtaining the CPA license. Candidates must comply with NACVA's recertification requirements.

**For additional help regarding recertification requirements,  
clarification of the options available, or when your Reporting Cycle is due,  
contact NACVA's Recertification Specialist, Becky Ashby,  
at (800) 677-2009 x233 or by e-mail at [beckya1@nacva.com](mailto:beckya1@nacva.com).**

**NASBA SPONSORSHIP**

NACVA is registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of Continuing Professional Education (CPE) on the National Registry of CPE Sponsors. State boards of accountancy have final authority on the acceptance of individual courses for CPE credit. Complaints regarding registered sponsors may be addressed to the National Registry of CPE Sponsors, 150 Fourth Avenue North, Suite 700, Nashville, TN 37219-2417. Web site: [www.nasba.org](http://www.nasba.org).

Note: Seminars noted in this catalog as self-study courses are not NASBA qualified and do not meet QAS program requirements.

**HOTEL ACCOMMODATIONS**

NACVA has negotiated and reserved AAA accommodations at each location. Your registration confirmation will include details for lodging and other specifics, including event time schedule, eating establishments, and modes of transportation when available. If your registration falls close to the date of the scheduled event, call NACVA for hotel information.

**SEMINARS CANCELLATIONS**

If you have previously registered, there is no charge to reschedule your seminar. Cancellations received in writing two weeks prior to the first day of the seminar will be eligible for a prompt refund, less \$50.00 administrative fee. Cancellations received less than two weeks prior to the first day of the scheduled event will be issued, upon request, a credit which may be used toward a Consultants' Training Institute seminar, conference, self-study course, software, or product sold by NACVA.

**COMPLAINTS and REFUNDS**

For more information regarding administrative policies such as complaints and refunds, please call our Director of Member Services: (801) 486-0600.

**INSTRUCTOR CHANGES**

We reserve the right to change instructors at any time should circumstances dictate. Our policy is to screen potential instructors carefully, ensuring that each one chosen possesses substantial field experience as well as a teaching or presenting background. All instructors are evaluated by our participants, and future teaching assignments are made based upon these evaluations. From time-to-time, we will introduce a new instructor to co-teach a program, but our policy is always to carefully pre-screen them and, where feasible, gradually integrate new instructors so you are assured of receiving the best instruction in the country in each discipline taught. Obviously, we cannot guarantee that every participant will be totally satisfied with every presenter, but every effort is made to ensure the competence of each instructor. Under no circumstances, however can we refund fees should a participant be dissatisfied with his or her instructor.

