

NACVA CVA/AVA RECERTIFICATION REPORTING FORM (Submission Required Every Three Years)



A more in-depth description of the recertification requirements is posted on our website at www.nacva.com under Training; then select NACVA Recertification.

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: _____

- All recertification including CPE reporting is due by December 31 and is required by ALL CREDENTIALLED MEMBERS, e.g., instructors, board members, graders, committee members, State Chapter Presidents, etc. Members have three years to complete recertification—as such, there are no extensions.
- NACVA's recertification program follows a 100-point system. The tri-annual fee for this service is \$250, however, all or part of which can be offset by taking NACVA recommended programs.

Professional Status/Conduct: (The following four questions **MUST** be answered to complete your Recertification)

1. If you are a CVA, do you hold a current CPA License? Yes No N/A—I am an AVA If No, please explain: _____
 If No, please explain: _____
2. Have you been convicted of any felony or crime carrying a punishment (whether served time in prison or not) in the last three years?
 Yes No If Yes, please explain: _____
3. Have you been convicted of a misdemeanor involving moral turpitude (lying, cheating, stealing, or other dishonest conduct) or any equivalent crime in any court of law in the last three years? Yes No If Yes, please explain: _____
4. Have you had any professional license, professional certification, or professional membership revoked, refused, or suspended (other than for non-payment of dues) in the last three years? Yes No If Yes, please explain: _____

Three-year cycle for which you are reporting is: January 1, 20__ to December 31, 20__; this is your Reporting Cycle.

	Fee Determination	Points Total
Administration and Processing Fee for Recertification (all CVA/AVA credentialed members must pay this fee which, however, may be offset in whole or in part in section II below).....	\$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 areas 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 or litigation consulting (not all 36 hours can be fraud).
- An additional 25 points will be awarded to designees who can demonstrate having earned 25 hours or more of applicable CPE in "excess" of their 36-hour requirement. Excess hours of CPE must be in the same topics as above.

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) Course / Program Title / Sponsor	Training Format *	Date(s) Taken	# CPE Hours Awarded
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

* 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 the required 36 hours of CPE, plus an additional 25 pts for excess CPE of 25 hours, if you qualify)
 (There is no CPE carryover into the next reporting period)

II. POINTS FOR PARTICIPATING IN NACVA RECOMMENDED PROGRAMS

- NACVA offers two programs it considers helpful and beneficial to valuers at all levels:
 (A) "Knowledge of Current Developments" and (B) "Knowledge of Quality Issues"
- Participation in either of these programs will award the designee 25 points each and applicable CPE.

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 his/her recertification requirement. The 8 hours of CPE for the seminar and (12 hours of CPE for self-study) awarded for CUV can be included in the CPE reporting towards the required 36 hours of CPE above. The registration 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: _____

If you have taken NACVA's *Current Update in Valuations* webinar series indicate the dates the webinars were taken, add 25 points, and deduct \$125 from the Fee Determination column..... \$< _____ > _____
 Date _____, Date _____, Date _____, Date _____

New Option: Day 1 of the *Business Valuation Workshop BV: Intermediate Fundamentals, Techniques & Theory* is a new option for the KCD requirement. Visit <http://www.nacva.com/CTI/BusinessValuationWorkshop.asp> for course information.

If you have taken NACVA's BV: Intermediate Fundamentals, Techniques & Theory 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 _____

B. Knowledge of Quality Issues (KQI) (Five Options—Maximum 25 points) Fee Points
Determination Total

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

1. Quality Enhancement Questionnaire (QEQ) (2 hours of CPE) (register on page 6);
2. Case Analysis in Person (or by phone) (CAP) (2 hours of CPE) (register on page 6);
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) (register on page 7);
4. Attend NACVA's *Advanced Techniques for Exceptional Report Writing* three-part webinar series (6 hours of CPE), (**all parts are required for recertification credit**), or attend the live seminar *Report Writing: Review and Analysis* for (16 hours of CPE). (register on page 8);
5. Attend NACVA's webinar course entitled, *Working Through the BV Standards & Ethics Maze* (2 hours of CPE) (register on page 9) (**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 hours of CPE required in Section I under the CPE Reporting Requirement**

If you have participated in either Option 1. QEQ or Option 2. CAP (above) during the Reporting Cycle, check here, indicate the date and location, add 25 points, and deduct \$125 from the Fee Determination column \$ < _____ > _____
 Date: _____ Location or by Phone: _____

If you have submitted a report under Option 3. (above) 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..... \$ < _____ > _____
 Date of Confirmation Letter: _____

If you have taken NACVA's recommended Report Writing webinar series in Option 4. (above) during the Reporting Cycle, check here, indicate the dates the webinars were taken, or the live seminar, add 25 points, and deduct \$125 from the Fee Determination column..... \$ < _____ > _____
 Date: _____ Date: _____ Date: _____ or **Live seminar:** Date: _____ Location: _____

If you have taken NACVA's recommended *Working Through the BV Standards & Ethics Maze* Webinar in Option 5. (above) during the Reporting Cycle, check here, indicate the date the webinar was taken, add 25 points, and deduct \$125 from the Fee Determination column..... \$ < _____ > _____
 Date: _____

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.)

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 No Fee Deduction _____
 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.)

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 along with three business references who can validate your experience No Fee Deduction _____
 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: _____
 CC Billing Address: Check if same as above _____ City: _____ 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[†]: _____ Date: _____

[†] 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
MAIN FAX: (801) 486-7500
DIRECT FAX: (866) 437-9907
TEL: (801) 486-0600