



Recertification Application Form

The criteria and guidelines to maintain valid NAMA Certified Executive (NCE) are established and monitored by the NAMA Certification Commission. Criteria and guidelines may be changed from time to time in order to continuously improve the NCE recertification process.

Recertification Sections

There are three sections of the NCE recertification:

Work Experience, Continuing Education and Continuing Leadership.

Work Experience:

- a. Continuing work experience

Continuing Education:

- a. Formal education
- b. NAMA education programs
- c. Attendance at NAMA State Council Meeting or related association meeting
- d. Completion of other industry-related seminars, adult learning, company training, presentation, etc.
- e. Attendance at Expo education sessions

Continuing Leadership:

- a. Service on NAMA Board of Directors
- b. Service on a NAMA State Council board
- c. Service on a NAMA committee
- d. Awards, designation or recertification
- e. Article(s) published in industry-related publication
- f. Presenter at NAMA education session(s), other industry-related presentation or college presentations
- g. NAMA or industry expo attendance
- h. Volunteer activities
- i. Business book reading



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Are You Getting Ready to Recertify?

1. **Am I Required To Recertify?** Yes. Recertification is necessary every five years. All designated NCEs must maintain their certification status. This recertification must be completed by December 31st of the fifth year after the date of certification and every five years thereafter. Recertification requires a minimum of 200 points in Section I; 250 points in Section II; and 150 points in Section III of the recertification application. *No exam is required.*

If the employment or membership status of an NCE changes, the recertification application allows for industry-related points and the ability for an NCE to maintain certification.

2. **Earn Recertification Points.** Participation in educational activities, Expos, State Council meetings, and other qualified participation earn points towards recertification completed/accomplished within the last five years.
3. **Submit Recertification Form, Fee and Documentation.** At any time prior to the expiration of the NCE certification, the following items are needed:
 - a. Recertification Form
 - b. Copies of certificates or documentation pertaining to education credits, as specified
 - c. \$250 Recertification fee
4. **What If I Accrued Extra Points?** Congratulations, you are a wonderful example of a role model NCE; however education points earned within the current recertification period may **not** be used for the next certification period.
5. **What Do I Receive?** Upon receipt of the application, any necessary documentation and \$250 fee, you will receive a new certificate and pin recognizing the number of years you have maintained this important Industry designation.

International Designees: Please complete the application with all of your industry experiences in the past five years. Equal points apply for any industry training; association participation; expositions, councils and boards attended.

Contact NAMA at education@vending.org or (312) 346-0370 with any questions.



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Requirements

- The NCE designation is an individual certification program, not a company program.
- The NCE designation should be used following your last name on your stationery business cards, e-mail, bio and in your signature.
- The NCE logo may not be copied or used on official documents.
- NCE's may use the NCE designation until they fail to comply with recertification requirements.
- Upon retirement, an NCE who is at least 60 years of age and who has held the designation for five years may qualify for lifetime NCE status. Or any NCE that has earned three recertifications may qualify for lifetime NCE status.
- An NCE who does not maintain the NCE designation and complete the required five-year recertification process, loses the right to hold the designation and must reapply to initiate the recertification process.