

## Online Training FAQ Sheet

### What is this new program?

- We are pleased to announce a partnership with Grace Hill, enabling us to offer you 24/7 online training. Local affiliates of the NAAEI can now provide their membership with online educational opportunities via Grace Hill's existing courseware. This partnership will allow for continuing education credits for the affiliate members with NAA designations. NAAEI has authorized 50% of continuing education credits may come from Grace Hill's online courses.

### How can I participate?

- Members of any local association who is participating in the program are able to utilize this new member benefit. Simply by logging on to our association's website and selecting the "Online Training" link you can begin your training.

### How do I pay for the Online Training?

- There are several payment options available to you and/ or your company. First check to see if your company already has an account established with Grace Hill. If so, you will use your assigned company Training Code and access the training through our association's website. If your company does not have an account established, options include Pay-Per-View, Credit Card and One Time Access Codes (offered by some associations). Please download the "Online Training Information Package" for pricing and additional details.

### Does this benefit my apartment association?

- By accessing training through our website the association may earn a percentage of the cost of your class while ensuring we provide you with the education you need on a timely basis. No more waiting to fill classes before one can be offered – this is *just in time* training for you, our member. It's a Win/ Win for everyone.

### Do I get CEC's for online training with Grace Hill?

- NAAEI has authorized that 50% of annual continuing education credits may come from Grace Hill's online courses if they are accessed through an apartment association's website. Each course has 1-3 course hours associated with it. The course listing within the "Online Training Information Package" and Learning Center on [www.gracehill.com](http://www.gracehill.com) includes the credit hours designated with each course.

### Once I complete a class what do I have to do to get my CEC's?

- As your local apartment association, we will be required to sign off on course certificates before submission to NAAEI. Simply provide us with your certificate for the appropriate signature and we will approve it for your annual renewal documents.

### Can I simply go to the Grace Hill website to take the training and still get CEC's?

- Courses must be accessed through our association's website as these course completion certificates will include a tracking code needed for approval of CEC credits.

### How do I get my company to participate?

- Download the "Online Training Information Package" and hand it to your supervisor. It's a no brainer!