



RECERTIFICATION FORM

NAME: _____ DATE: _____

FIRM: _____

ADDRESS: _____

CITY: _____ STATE/PROV.: _____ ZIP: _____ COUNTRY: _____

PHONE: _____ FAX: _____

EMAIL: _____ WEBSITE: _____

POSITION: _____ LENGTH OF TIME: _____ WHAT YEAR DO YOU TURN 65? _____

PARTICIPATION/CONTINUING EDUCATION FORM

You will need to complete the Participation/Continuing Education Form on page two. Include any necessary documentation to verify points claimed. Your recertification will not be processed without the form.

Certification must be renewed every three years. During this time, each CM must accumulate 30 Continuing Education Credits (CEUs) in order to qualify for re-certification. A completed Continuing Education Form and Renewal Examination must be submitted to MBNA National Headquarters in order to complete the re-certification process. Please print out, complete, and fax, email, or mail the required forms to MBNA Headquarters. Note that all CEUs claimed on the Participation Activity Form must be accompanied by documentation.

CERTIFIED FOR LIFE

Each CM will be notified of their impending renewal by MBNA Headquarters. Upon reaching the age of 65, "Life" Certification is granted, and no further renewal is required.

FAILURE TO RECERTIFY

If a CM fails to meet the recertification requirements, their certification shall be terminated. If a CM fails to adhere to MBNA's Code of Good Practice, certification may be revoked. In such cases, the CM is entitled to notification in writing, a hearing by the Certification Committee, and 30 days notice of the hearing. Memorialists who lose their certification by not renewing on a timely basis may be reinstated by meeting the criteria of initial certification.

PAYMENT: Please enclose a \$150 USD recertification fee. (Non-members please enclose \$350 USD).

Check Enclosed Please charge my Visa, MasterCard or American Express \$ _____ Amount

Card Number: _____ Expiration Date: _____

Card Holder's Name: _____ Signature: _____

RECERTIFICATION CM PARTICIPATION ACTIVITY FORM

NAME _____ COMPANY _____

To maintain the "Certified Memorialist"® designation under the MBNA Certification Program, an individual must earn a *minimum of 30 points in these categories over a period of 3 years*. Recertification must be made 3 years from the last designated certification.

Participation/Activity	Points Earned per Year	Maximum Points over 3 Years	Points Claimed
Membership (by firm) in MBNA	2	6	
Membership in a recognized state, regional or provincial industry association	1	3	
MBNA Officer/Trustee	4	12	
Officer in recognized state, regional or provincial industry association	3	9	
Director/Board Member in recognized state, regional or provincial industry association	2	6	
MBNA Committee Chair	2	6	
MBNA Committee Member	1	3	
Minimum Points Required = 5 Maximum Points Allowed = 20	Total Points Claimed for this Section		
Attendance at MBNA & recognized industry education sessions: <ul style="list-style-type: none"> • MBUniversity sponsored seminars/webinars • Education sessions at MBNA Annual Convention and/or state, regional or provincial industry conventions Approximate guideline: 1 hour = 1 point; ½ hour = .5 point. <i>All courses offered through sources outside MBUniversity must be pre-approved by the Certification Committee.</i>	n/a	25	
Completion of an MBNA authorized design course	20	20	
Completion of college level continuing education course, business related. <i>Documentation of successful completion required.</i>	5	10	
Attendance at an MBNA Annual Convention	1	3	
Attendance at a recognized state, regional or provincial convention. May attend more than one a year. <i>Documentation Required.</i>	1	6	
Program Speaker at an MBNA National Convention	5	15	
Program Speaker at a state, regional or provincial industry conventions	2	10	
Minimum Points Required = 5 Maximum Points Allowed = 25	Total Points Claimed for this Section		
Documented achievement (by firm) in public relations. Examples include: <ul style="list-style-type: none"> • Aspire Award Winner • News articles • Open house • Industry Speaker (presentations to schools or community organizations) 	2	6	
Documented community service. Examples Include: <ul style="list-style-type: none"> • Cleanup of a local cemetery • Re-setting old monuments • Cleanup of local public monument • Donation of service to design/construction/setting of a new public memorial 	2	6	
Contribution of a major article to a national industry publication. <i>Copy of published article is required.</i>	5	10	
Other contributions to the industry not claimed above. <i>Describe in detail & document. Contribution must be pre-approved by MBNA.</i>	5	10	
Minimum Points Required = 2 Maximum Points Allowed = 10	Total Points Claimed for this Section		
Minimum Points Required = 30 Maximum Points Allowed = 55			TOTAL POINTS CLAIMED FOR CERTIFICATION