



## **CONTINUING EDUCATION PROVIDER GUIDE**

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## **About CNU Accreditation**

CNU established a professional accreditation program in 2009 to recognize the talent within the New Urbanist movement for creating walkable, sustainable places. The purpose is to elevate the practice of the principles of New Urbanism through professional accreditation and to develop the CNU Accreditation program as a premier standard of professional excellence in the design of the built environment.

CNU partnered with the University of Miami School of Architecture to launch the program using an exam that has been developed by leading new urbanist experts. The University of Miami also offers a self-paced online course, titled *The Principles and Practice of New Urbanism*, which provides preparation for the exam. The exam may be taken separately from the course.

Professionals who meet the requirements of accreditation will be recognized as CNU-Accredited. The accreditation credential can be used for business identification, reference criteria, and showing commitment to the principles of New Urbanism.

### **1. Benefits of CNU Accreditation**

- Provides a marketable credential to an employer, prospective employer or client
- Listing on CNU Member Directory as CNU-Accredited
- CNU Accredited Professional Certificate

### **2. Requirements of CNU Accreditation**

A CNU accredited professional is a CNU member who has passed the accreditation exam and continues to advance their understanding of the practice and principles of New Urbanism by regularly attending educational events.

The requirements of CNU Accreditation are:

- Pass the CNU / University of Miami Accreditation Exam
- Active CNU Membership at the Urbanist level or higher
- Attend at least eight hours of approved continuing education per year

## **Continuing Education Requirement**

Since its inception, the CNU Accreditation program has required participants to attend regular educational events to further advance their understanding of the practice and principles of New Urbanism. Starting in August 2011, CNU expanded approved education providers to include organizations offering New Urbanist curriculum outside of CNU and CNU Chapters. This program expansion is in direct response to feedback from CNU-A members.

### **1. Definition of a CNU Accreditation Continuing Education Provider**

A CNU Accreditation Continuing Education Provider is a registered provider who offers one or more New Urbanism-related educational events per year and is interested in serving CNU-A members. CNU Chapters are automatically recognized as CNU Accreditation Continuing Education Providers. \*

*\* Definition is subject to change. Providers will be notified at least one (1) month in advance of changes.*

CNU Accreditation Continuing Education Providers must have at least one (1) CNU Accredited staff member or instructor in good standing.

Besides CNU and CNU Chapters, the CNU-A Continuing Education program is open to:

- Nonprofit organizations
- Professional training services
- Government entities
- Private firms or companies
- Universities and academic institutions

## **2. Event Eligibility Requirements**

Eligible CNU Accreditation Continuing Education programs will cover topics related to New Urbanism, be a minimum of one (1) hour in duration and take the form of one (or more) of the following:

- Conferences
- Audio/web conferences
- Workshops
- Lectures, keynote speeches, and symposia
- University courses
- Online courses
- Podcasts, Telecasts
- Guided Tours

Both free and paid events qualify for the CNU-A Continuing Education program.

Ineligible programs include:

- Social gatherings (ex. Happy hours)
- Programs lasting less than 1 hour

## **3. Benefits**

As a CNU Accreditation Continuing Education Provider, benefits include:

- Listing and identification on CNU website and CNU Accreditation page as an official CNU Accreditation Continuing Education Provider
- Use of CNU Accreditation Continuing Education Provider logo in marketing and promotional materials
- Special advertising through CNU channels (email, website, Facebook, etc.)

## **Becoming a CNU Accreditation Continuing Education Provider**

In order to become a CNU Accreditation Continuing Education Provider, the applicant must meet all eligibility requirements, complete the registration process and submit payment to the Congress for New Urbanism.

### **1. Registration Process**

Eligible Education Providers must complete and submit the CNU Accreditation Continuing Education Provider registration form along with annual registration dues. Registration may be submitted by mail, email or fax to:

Congress for New Urbanism  
Attn: CNU-A: Continuing Education Provider  
1720 N St NW  
Washington DC, 20036

[accreditation@cnu.org](mailto:accreditation@cnu.org)

Fax: (312) 346-3323

### **2. Registration Fee**

CNU Accreditation Continuing Education Providers are required to pay annual dues of \$400.00, or \$75.00 per event, to the Congress for New Urbanism. Payment may be submitted by check or credit card. CNU Chapters are exempt from this fee, but must still complete the registration and maintenance procedures to be listed as an official provider.

### **3. Approval Process**

CNU staff will review Accreditation Continuing Education Provider applications and notify applicants by email if the application is approved or if more information is necessary. Once approved, payment will be processed and the Provider's logo and contact information will be listed on the CNU website.

## **Maintaining Continuing Education Provider Status**

CNU Accreditation Continuing Education Providers will be asked to comply with basic reporting requirements to maintain Provider status. Compliance requirements are subject to change and current Providers will be given notice of changes as they arise, and a timeline for meeting new requirements.

### **1. Compliance Guidelines**

Besides meeting the eligibility requirements, CNU Accreditation Continuing Education Providers must submit an Event Summary to CNU by email ([accreditation@cnu.org](mailto:accreditation@cnu.org)) prior to each event or training held during the year. The event summary will give a brief description of the subject matter and instructors.

At the event, Providers must take attendance and submit attendance records to CNU by email ([accreditation@cnu.org](mailto:accreditation@cnu.org)) within 30 days of education completion. Providers should maintain records for a minimum of two years. CNU may conduct audits up to two (2) years after the event and will request both the Event Summary and attendance records.

While not required, CNU Accreditation Continuing Education Providers are encouraged to post upcoming events and trainings on CNU's event's [calendar](#) by emailing [accreditation@cnu.org](mailto:accreditation@cnu.org) with the details. Providers are also encouraged to use the CNU Accreditation Continuing Education Provider logo furnished by CNU, at the time of status approval, in all marketing and promotional materials.

## **2. Renewal Process**

In order to maintain status as a CNU Accreditation Continuing Education Provider, annual renewal is required. Applicants will again be asked to complete a registration form and submit payment to CNU. The same procedure and requirements will be in effect for new and renewing Providers.

### **CNU Contact Information**

Congress for New Urbanism

1720 N St NW

Washington, DC 20036

T: 312.551.7300

F: 312.346.3323

[www.cnu.org](http://www.cnu.org)

[accreditation@cnu.org](mailto:accreditation@cnu.org)