

California Escrow Association
2520 Venture Oaks Way, Suite 150, Sacramento, CA 95833
916.239.4075 – phone
916.924.7323 – fax
www.ceaescrow.org
cea@camgmt.com

CHARLES P. CONNER PERPETUAL EDUCATION AWARD

❖ **General Information**

Award Description:

This award is an *Educational* Award, which is awarded annually at the CEA Annual Conference.

In honor of CEA Past President and Educator, Charles P. Conner, this award recognizes the regional association that offered the most outstanding education programs during the year. Credit is given for all the workshops, seminars, panels and meetings produced by the association. Participation of members as speakers, panelists and/or moderators earn points for their Region. Regional associations also receive credit for members who are students or teachers in a California Community College escrow program, as well as members who have a CEA Professional Designation, Instructor Credential, or Education Achievement Award.

Activity Time Period for Award:

August 1 of the Current Year Through July 31 of the Next Year

Submission Requirements:

All submissions **must be postmarked by the last Friday of August** and sent by e-mail, mail or overnight mail to California Escrow Association Headquarters at the address above.

NOTE: Please do not send your submissions in plastic page protectors or plastic folders. If you wish your submission to be returned after scoring, please include a self-addressed, postage paid envelope.

Scoring:

Each entry is scored twice with scores added and averaged to determine final score.

All submissions **must** follow the basic format as set forth below and each regional association **must** do the required math. All events and attendance claimed must be substantiated by attached documentation. **Failure to comply with these simple guidelines will result in the disqualification of your submission!**

❖ **Scoring Section Descriptions and Instructions**

The following descriptions will provide you with the information that is required to complete your region's CEA Perpetual Education Award submission.

Section A: Monthly Education Meetings

This section applies to general meetings of your regional association provided it is educational and related to the escrow profession, i.e., monthly dinner meetings with an educational program and mini workshops held prior to the regular meeting. **Scoring is based on percentage of membership attending. Complete Section A form attached (page 4).**

Section B: Member Speakers at Educational Meetings

This section applies towards your regional members who are the main speakers, panel speakers or regional and state directors giving a report at your regional association meeting. If one person gives more than one report, credit shall be given for each report. (The Treasurer's report, reading of minutes and announcement of upcoming seminars do not count.) **Complete "Universal Event Speaker Form" and include in your submission packet.**

Section C: Regional Events

This section is for seminars, workshops and conferences produced by your regional association. Points are also awarded for your regional members speaking at these events, the length of time of the event and attendance (need separate total of members and nonmembers). **Complete "Universal Event Attendance Form" and include in your submission packet.**

Section D: CEA Education Achievement Award and/or Professional Designations

Points are awarded for each of your regional members who have earned either a professional designation (CEO, CSEO, CET, CEI, and specialty awards) or the CEA Educational Achievement Award during the award activity period. **One point for each member per award. Attach individual PET forms and official CEA notifications.**

Section E: Community College/Adult Education

This section is for regional members who have either attended or taught escrow and/or related industry course work at a community college/adult education level. ***If regional sponsored, attach list of instructors and separate list of students. If done on an individual basis, please make sure supporting individual PET forms are attached. (See page 8.)***

Section F: Member Panel Appearances

This section is for those appearances at allied events, such as a panelist at a Board of Realtors event or a mortgage industry event. **One point for each member participating at each event. Attach individual PET forms.**

Section G: Special Educational Project

This section deals with projects other than meetings. For example, career day at a high school or college, acting as a proctor for a PD exam, publishing escrow related articles, establishing and/or maintaining an escrow reference library (regional level or public library section or possibly at

Charles P. Conner Perpetual Education Award

local board of realtors). **One point will be awarded for each project and one point for each member participating.** *Complete Section G form attached (page 10).*

Section H: Number of Members Attending or Speaking at Meetings/Workshops/Seminars for Other CEA Regional Associations

One point will be awarded for each member. *Attach individual PET forms.*

Section I: Number of Members Attending or Speaking at the CEA Conference, Nor-Cal Conference, AEA Conference

One point will be awarded per member, per event. *Enter totals on submission recap form.*

Section J: Additional Escrow/Real Estate Education Courses

This section deals with events other than an AEA, CEA or Regional Event such as teaching a DRE escrow class, regional member attending other escrow or real estate related educational events, regional awarding an educational scholarship. **One point will be awarded per member, per event.** *Enter totals on submission recap form.*

SECTION A
Monthly Education Meetings

This section applies to general meetings of your regional provided it is educational and related to the escrow profession. (i.e., monthly dinner meetings with an educational program and mini workshops held prior to the regular meeting) **Scoring based on percentage of membership attending.**

Please include the cumulative total number of education meetings for each month and list the number of members, non-members and PD holders who attended. If no education hours were presented, please enter "0". **Include this page in your submission packet.**

Regional Name: _____

| | | | | |
|----------------------|---------------|------------------|------------------|---------------------|
| August | # Mtgs = ____ | Members = ____ | NonMbrs = ____ | PD Holders = ____ |
| September | # Mtgs = ____ | Members = ____ | NonMbrs = ____ | PD Holders = ____ |
| October | # Mtgs = ____ | Members = ____ | NonMbrs = ____ | PD Holders = ____ |
| November | # Mtgs = ____ | Members = ____ | NonMbrs = ____ | PD Holders = ____ |
| December | # Mtgs = ____ | Members = ____ | NonMbrs = ____ | PD Holders = ____ |
| January | # Mtgs = ____ | Members = ____ | NonMbrs = ____ | PD Holders = ____ |
| February | # Mtgs = ____ | Members = ____ | NonMbrs = ____ | PD Holders = ____ |
| March | # Mtgs = ____ | Members = ____ | NonMbrs = ____ | PD Holders = ____ |
| April | # Mtgs = ____ | Members = ____ | NonMbrs = ____ | PD Holders = ____ |
| May | # Mtgs = ____ | Members = ____ | NonMbrs = ____ | PD Holders = ____ |
| June | # Mtgs = ____ | Members = ____ | NonMbrs = ____ | PD Holders = ____ |
| July | # Mtgs = ____ | Members = ____ | NonMbrs = ____ | PD Holders = ____ |
| <u>TOTALS</u> | # Mtgs = ____ | # Members = ____ | # NonMbrs = ____ | # PD Holders = ____ |

Transfer these totals to the submission recap form and include this sheet with your submission.

SECTION B
Member Speakers at Educational Meetings

This section applies towards your regional members who are the main speakers, panel speakers or regional and state directors giving a report at your regional association meeting. If one person gives more than one report, credit shall be given for each report. (The Treasurer's report, reading of minutes and announcement of upcoming seminars do not count.)

Complete "Universal Event Speaker Forms" and include in your submission packet.

SECTION C
Regional Events

This section is for seminars, workshops and conferences produced by your regional association. Points are awarded for your regional members speaking at these events, the length of time of the event and attendance (need separate total of members and nonmembers).

Complete “Universal Event Attendance Forms” and include in your submission packet.

SECTION D

CEA Education Achievement Award and/or Professional Designations

Points are awarded for each of your regional members who have earned either a professional designation (CEO, CSEO, CET, CEI, and specialty awards) or the CEA Educational Achievement Award during the award activity period. **One point for each member per award.**

Attach individual PET forms and official CEA notifications.

SECTION E
Community College/Adult Education

This section is for regional members who have either attended or taught escrow and/or related industry course work at a community college/adult education level. ***If regional sponsored, attach list of instructors and separate list of students. If done on an individual basis, please make sure supporting individual PET forms are attached.***

Date of Class: _____

Name of Course/Class: _____

Instructors: _____

List of member students is attached.

PET Form is attached.

Date of Class: _____

Name of Course/Class: _____

Instructors: _____

List of member students is attached.

PET Form is attached.

Date of Class: _____

Name of Course/Class: _____

Instructors: _____

List of member students is attached.

PET Form is attached.

Date of Class: _____

Name of Course/Class: _____

Instructors: _____

List of member students is attached.

PET Form is attached.

Section F
Member Panel Appearances

This section is for those appearances at allied events, such as a panelist at a Board of Realtors event or a mortgage industry event. **One point for each member participating at each event.**

Attach individual PET forms.

Section G
Special Educational Project

This section deals with projects other than meetings. For example, career day at a high school or college, acting as a proctor for a PD exam, publishing escrow related articles, establishing and/or maintaining an escrow reference library (regional level or public library section or possibly at local board of realtors). **One point will be awarded for each project and one point for each member participating.**

Name of Project: _____

Project Description: _____

Date of Project: _____

Total Number of Participating Members: _____

Name of Project: _____

Project Description: _____

Date of Project: _____

Total Number of Participating Members: _____

Name of Project: _____

Project Description: _____

Date of Project: _____

Total Number of Participating Members: _____

Name of Project: _____

Project Description: _____

Date of Project: _____

Total Number of Participating Members: _____

Name of Project: _____

Project Description: _____

Date of Project: _____

Total Number of Participating Members: _____

Charles P. Conner Perpetual Education Award

Section H

*Number of Members Attending or Speaking at Meetings/Workshops/Seminars for Other CEA
Regional Associations*

One point will be awarded for each member.

Attach individual PET forms.

Charles P. Conner Perpetual Education Award

Section I

*Number of Members Attending or Speaking at the CEA Conference, Nor-Cal Conference,
AEA Conference*

One point will be awarded per member, per event.

Enter totals on submission recap form.

Section J
Additional Escrow/Real Estate Education Courses

This section deals with events other than an AEA, CEA or Regional Event such as teaching a DRE escrow class, regional member attending other escrow or real estate related educational events, regional awarding an educational scholarship. **One point will be awarded per member, per event.**

Enter totals on submission recap form.

Charles P. Conner Perpetual Education Award

PET Form
Page two

I have made an educational presentation for the benefit of my regional association.

Subject: _____

Date of Presentation: _____

Location of Presentation: _____

If the presentation was given by a panel of regional members, list the names of the individuals on the panel, including the moderator.

I attended/presented at the following regional escrow associations:

| Region | Event Attended | Date Attended |
|--------|----------------|---------------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

I attended/presented at the following allied industry events:

| Organization | Event Attended | Date Attended |
|--------------|----------------|---------------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

Dated: _____

I certify that the above information is true.

Signature: _____

Print Name: _____

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UNIVERSAL EVENT ATTENDANCE FORM

MONTHLY EDUCATIONAL MEETING, WORKSHOP, SEMINAR OR MINI-CONFERENCE FOR REGIONAL ASSOCIATION

(Please complete this form for each event; use additional sheets as needed.)

Regional Name _____ Date of Event _____ Type of Event (Meeting, Workshop, etc.) _____ Total Hours = _____
 See Attached Sheet for Director's Reports.

Names of Speakers _____

| Printed Name of Attendee | Company Name | Region | | | PD's | Regional Use | |
|--------------------------|--------------|--------|-------|-------|-------|--------------|-------|
| | | Mbr | Gst | Non | | | |
| 1. _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ |
| 2. _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ |
| 3. _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ |
| 4. _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ |
| 5. _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ |
| 6. _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ |
| 7. _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ |
| 8. _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ |
| 9. _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ |
| 10. _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ |
| 11. _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ |
| 12. _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ |

MUST ATTACH MEETING/EVENT NOTICE TOTALS (This page only.)

We certify that the above information to be correct and true to the best of our knowledge.

Date: _____

Hours:
 Mini-Work = 1 or less
 Ed. Mtg. = 1 hr
 Workshop = 1-3
 Seminar/Conference = 3+

 President

 Preparer

 Sr. CEA Director

UNIVERSAL EVENT SPEAKER FORM

CEA/REGIONAL MEMBERS SPEAKING OR REPORTING AT EDUCATIONAL MEETING

Please complete this form for each event; use additional sheets as needed.

_____ Total Hours = _____
 Regional Name Date of Event Type of Event (Meeting, Workshop, etc.)

| Printed Name of Speaker Member | Report Topic, Committee, Peer Share, Etc. | Region | PD/Specialty | Regional Use |
|--------------------------------|---|--------|--------------|--------------|
| 1. _____ | _____ | _____ | _____ | _____ |
| 2. _____ | _____ | _____ | _____ | _____ |
| 3. _____ | _____ | _____ | _____ | _____ |
| 4. _____ | _____ | _____ | _____ | _____ |
| 5. _____ | _____ | _____ | _____ | _____ |
| 6. _____ | _____ | _____ | _____ | _____ |
| 7. _____ | _____ | _____ | _____ | _____ |
| 8. _____ | _____ | _____ | _____ | _____ |
| 9. _____ | _____ | _____ | _____ | _____ |
| 10. _____ | _____ | _____ | _____ | _____ |
| 11. _____ | _____ | _____ | _____ | _____ |
| 12. _____ | _____ | _____ | _____ | _____ |

MUST ATTACH MEETING/EVENT NOTICE TOTALS (This page only.)

We certify that the above information to be correct and true to the best of our knowledge.

Date: _____

Hours:
 Mini-Work = 1 or less
 Ed. Mtg. = 1 hr
 Workshop = 1-3
 Seminar/Conference = 3+

 President

 Preparer

 Sr. CEA Director

CALIFORNIA ESCROW ASSOCIATION

Charles P. Conner Perpetual Education Trophy Submission Recap Form

To be completed by submission chairperson and attached as the cover sheet to submission.

Today's Date: _____ Award Period: _____
Regional Name: _____
Name of Person Submitting Form: _____
Phone Number: _____ E-Mail: _____
Total Number of Current Regional Members: _____

RECAPS:

Section A – Monthly Educational Meetings

Total number of educational meetings from August 1 through July 31: _____
Total number of members in *attendance* at all meetings: _____
Total number of non-members in *attendance* at all meetings: _____

Complete Section A Form and attach.

Section B – Member Speakers at Educational Meetings

Total number of members participating: _____
Total number of reports given: _____

Complete Section B and attach Universal Event Speaker Forms.

**Section C – Regional Events - Educational Seminars,
Workshops and Conferences**

(Mini-Workshops = 1 hour or less; Workshops = 1 to 3 hours;
Seminar/Conference = 3 or more hours.)

1. Mini-Workshops Total Hours: _____
2. Workshops Total Hours: _____
3. Regional Seminars/Conferences Total Hours: _____
4. Co-Sponsored Seminars/Conferences Total Hours: _____
5. Total Number of Members *Participating*: _____
6. Total Number of Members *Attending*: _____

Attach Universal Event Attendance Forms.

**Section D – CEA Education Achievement Award and/or
Professional Designations.**

1. Total number of members receiving Educational Achievement Award: _____
2. Total number of members receiving Professional Designations
(CET, CEO, CSEO): _____

Section D – Continued

- 3. Total number of members achieving Certified Escrow Instructor: _____
- 4. Total number of members achieving specialty designations: _____

Attach PET forms.

**Section E – Community College/Adult Education
(MUST be sanctioned by CEA)**

- 1. Total Number of Member *Teachers*: _____
- 2. Total Number of Member *Students*: _____

Attach Section E form and PET forms.

Section F – Member Panel Appearances

- 1. Total Number of Members Participating: _____

Attach PET forms.

**Section G – Special Projects (Educational based, etc., Trade Shows,
Career Days and News Articles)**

- 1. Total Number of Special Projects: _____
- 2. Total Number of Members *Participating*: _____

Attach Section G form.

**Section H – Number of Members Attending or Speaking at
Meetings/Workshops/Seminars for Other CEA Regional Associations**

- 1. Total Number of Members *Attending*: _____
- 2. Total Number of Members *Speaking*: _____

Attach PET forms.

**Section I – Number of Members Attending or Speaking at the CEA
Conference, Nor-Cal Conference, AEA Conference**

- 1. Total Number of Members Attending CEA Conference: _____
- 2. Total Number of Members Speaking at CEA Conference: _____

Section I – Continued

- 3. Total Number of Members Attending Nor-Cal Conference: _____
- 4. Total Number of Members Speaking at Nor-Cal Conference: _____
- 5. Total Number of Members Attending AEA Conference: _____
- 6. Total Number of Members Speaking at AEA Conference: _____

No attachments required for this section.

Section J – Additional Escrow/Real Estate Education Courses

(Ex. Anthony Schools, Orange County School of Escrow, etc.)

Total Number of Members Attended/Awarded/Taught: _____

No attachments required for this section.

CERTIFICATION

We certify that the above information to be correct and true to the best of our knowledge.

Date: _____ Regional President: _____

Prepared by: _____

Please send include this recap form as the cover sheet for your award submission and send the completed packet and attachments, postmarked no later than the last Friday in August, to:

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