



# Certified Estate Specialist (CES) Designation Requirements

To earn the National Auctioneers Association's [CES designation](#) you must:

- Be a [member of the NAA](#)
- Register for and attend all 24 hours of the CES designation class
- Within two years of completing the class, submit:
  - Proof of completing four transitional transactions, including:
    - Seller's name
    - Auction or transitional transaction date and address
    - Type of auction or transitional transaction service provided – estate auction (live or online), living estate auction (live or online), or tag sale
  - A written auction summary portfolio\* for one of the four transactions as described in the CES Auction Summary Rubric, including:
    - Title page
    - Table of contents
    - Seller testimonial
    - Marketing samples
    - Family situation summary
    - Proposal and/or contract (redacted)
    - Auction method
    - Transaction summary report
    - Support materials
    - Learning opportunity

*\*All information contained in the portfolio will be held in confidence and any physical portfolios will be returned to the candidate after the evaluator has approved the submission. Digital portfolios are encouraged.*

Once earned, to maintain your CES designation you must:

- Be a member of the NAA
- Pay the annual designation dues fee of \$50 by September 30
- Complete 24 hours of continuing education (CE) every three years