

# Recertification Guidelines

Recertification is an important element for all professional certification programs. The requirements for NAFA Fleet Management Association's certification programs are as follows:

- Certified Automotive Fleet Manager (CAF<sup>®</sup>M) designation - 80 points within five years
- Certified Automotive Fleet Specialist (CAF<sup>®</sup>S) designation - 50 points within five years

Program participants who wish to recertify must submit their data through the online recertification tool. NAFA has identified a variety of educational endeavors and leadership activities through which the CAF<sup>®</sup>M/CAF<sup>®</sup>S designations may be maintained. NAFA continuously reviews programs and activities to identify those that merit inclusion.

## ***Effective Date***

Each CAF<sup>®</sup>M/CAF<sup>®</sup>S reaches his/her recertification date on the 5<sup>th</sup> anniversary of their graduation date. For example, a graduate who took their final exam in October 2015 and graduated in February 2016, must submit recertification information by February 2021. Reminders will be emailed to the graduate in the year preceding their recertification due date, however, all members are responsible for noting the expiry date of their certification. Upon recertification, the graduate will be sent a congratulatory letter and be able to download an updated Certificate.

## ***Lifetime Certification***

Upon reaching age sixty (60) or formal retirement, an individual who holds a current CAF<sup>®</sup>M or CAF<sup>®</sup>S is eligible to be considered certified for life. NAFA requires that a Lifetime Recertification Request Form, and \$100 processing fee, be submitted along with documentation showing proof of age before a Lifetime Certification can be awarded.

## ***Procedures***

NAFA will email notices to the email address on record for each CAF<sup>®</sup>M/CAF<sup>®</sup>S, including recertification reminders, program updates and process changes. All CAF<sup>®</sup>M/CAF<sup>®</sup>S participants must advise NAFA of any change of address by updating their online records. NAFA accepts no responsibility for undelivered mail or e-mail.

NAFA will accept completed recertification requests in advance of the due date, provided the submission includes the required 80/50 points. The submission, however, will not be reviewed until 90 days month prior to the expiration date. If a CAF<sup>®</sup>M/CAF<sup>®</sup>S candidate earns more than the necessary 80/50 points during any 5-year interval, the additional points shall not count towards the next recertification period.



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## **Fees**

The NAFA Board of Directors establishes fees to cover expenses of the recertification process. For each five-year period of renewal, the appropriate fee will be payable with the submission of the CAFM/CAFS online form. Current recertification fee is \$150.

## **Loss of Certification**

Individuals who do not acquire sufficient CAFM/CAFS maintenance points by the expiration date or approved extension date, or who fail to submit form or fees to NAFA will lose the right to use the CAFM/CAFS designation.

Extenuating circumstances will be reviewed on an individual basis and requests for extensions can be submitted by email to the Certification Department at [certification@nafa.org](mailto:certification@nafa.org).

CAFM/CAFS graduates have a three-month grace period following the expiration deadline to get the recertification application submitted. If the CAFM/CAFS graduate has not replied by the end of this grace period, CAFM/CAFS certification will no longer be recognized. At end of grace period, or allotted extension, CAFM/CAFS will be required to recomplete certification process to reinstate designation.

## **Partnership Definitions**

The following entities are under partnership agreement with NAFA and will be referred to as "Partners".

These partners are fleet-related professional societies or trade groups that have agreed to exclusively endorse and promote the CAFM/CAFS program to their members. Current organizations that fall under this category are as follows:

- FleetPros
- NCSFA – National Conference of State Fleet Administrators
- FLAGFA – Florida Association of Government Fleet Administrators
- PARAR

Education partners are universities, colleges or trade-schools which have accredited the CAFM/CAFS program, offer graduates of the accredited program a means to attain transferrable college credit without attending the school, and offer fleet management education consistent with CAFM curriculum. Current partnership organizations that fall under this entitlement are as follows:

- Ferris State University
- Georgian College
- Ranken Technical Institute

# Recertification Guidelines

## Recertification Points Categories

### I. Professional Memberships

- A. Membership in NAFA or Partner organization 4 points per year
- B. Membership in other associations related to the industry 3 points per year

MAXIMUM POINTS ALLOWABLE FOR THIS SECTION: 32 points

### II. Chapter and Other Meeting Attendance (including in-house)

- A. Attendance at educational Chapter/local meeting (up to one day) 1 point each
- B. Attendance at other educational meetings (up to one day) 1 point each
- C. Participate in a NAFA webinar 1 point each

*NAFA Headquarters does not have access to Chapter attendance records. You must include verification of your attendance, such as canceled check, roster of attendees, etc.*

NO MAXIMUM POINTS FOR THIS SECTION

### III. Continuing Education

- A. Attendance at NAFA or Partner Annual Conference 6 points per event
- B. Attendance at a NAFA or Partner Education Seminar/Event 3 points per event
- C. Attendance at other fleet-related annual conferences 2 points per event
- Attendance at other professional education courses/seminars including in-house training and seminars\* 4 points per event

*Above require 2-day attendance for listed point values*

- D. Achievement of other fleet certifications 5 points per course
- E. Attendance at university or college courses related to fleet management 6 points per course
- F. Attendance at other universities or college courses not related to fleet 5 points per course

*Transcript of completion of course must be provided and must have acquired a passing grade*

NO MAXIMUM POINTS FOR THIS SECTION

### IV. Leadership Service

- A. National elected Officer/Director of NAFA/Partner 4 points per year
- B. National chapter chair for NAFA/ Partner 4 points each year
- C. National committee chair/ vice chair for NAFA/ Partner 3 points each year
- D. National committee member for NAFA/Partner 2 points each year
- E. Chapter Committee Chair/ NAFA Community Leader 2 points each year
- F. Chapter Committee/Community Advisory Council Member 1 point each year
- G. Officer, Chair, or other leadership in business organizations 1 point each year

*(at discretion of recertification committee)*

NO MAXIMUM POINTS FOR THIS SECTION

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## V. Instruction

- A. Instructor/ primary speaker at national NAFA/ Partner event 4 points per
- B. Panelist at national NAFA/ Partner event 2 points per
- C. Speaker at NAFA or NCSFA Chapter Meeting 2 points per
- D. Moderator at national NAFA or Partner event 1 point per
- E. In-house presentation/speaker at fleet related organizations 1 point per  
*(at discretion of recertification committee)*

Points award per presentation/session

A copy of speech and copy of program showing your name as a participant required

**NO MAXIMUM POINTS FOR THIS SECTION**

## VI. Literary Contributions

- A. Material authored and published in recognized publication. 4 points per article
- B. Serving as subject of feature article for recognized publication. 4 points per interview
- C. Quoted as source or expert on recognized publication. 1 point  
*(at discretion of recertification committee)*
- D. Editing/development for NAFA/industry Guides/publications 3 points per contribution/chapter
- E. Contributions on Community pages 1 point per post

Copy of articles or publications must be included.

**NO MAXIMUM POINTS FOR THIS SECTION EXCEPT FOR E.**

**CONTRIBUTIONS ON COMMUNITY PAGES ARE CAPPED AT 20 OVER 5 YEARS**

## VII. Legislative Contributions

- A. Testimony at fleet-related government hearings. 4 points
- B. Letters sent to government officials on fleet issues. 1 point
- C. Membership or participation in "Clean Cities." 2 points each year

Copy of letter and/or outline of testimony must be included.

**MAXIMUM POINTS ALLOWABLE FOR THIS SECTION: 8 points**

## VIII. Awards/Recognition

4 points

Award or recognition for outstanding achievement/contribution to fleet profession

Description of each award if other than NAFA sponsorship required.

**MAXIMUM POINTS ALLOWABLE FOR THIS SECTION: 12 points**

## IX. Community Service

2 points per organization/year

Religious, civic, fraternal, or charity work in spirit of volunteerism.

**MAXIMUM POINTS ALLOWABLE FOR THIS SECTION: 12 points**

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**X. Other Contributions to the Fleet Profession** 1 point each contribution

Any other fleet related activity that has not been identified in other areas of these guidelines, (e.g. manufacturer previews, OEM-sponsored car shows and ride and drives, NAFA booth, proctoring (per testing session), plant tours, Chapter regional seminars, participation in industry surveys, contestant in 100 Best Fleets, etc.) (at discretion of recertification committee)

Copy of verification of attendance or contribution.

MAXIMUM POINTS ALLOWABLE FOR THIS SECTION: 20 points

**XI. Work-related Application of CAFM/CAFS material**

Demonstrate how you have applied the principles learned in each of the competencies in your work environment.

Practical application 5 points per module (at discretion of recertification committee)

NO MAXIMUM POINTS FOR THIS SECTION