

Policy #1

Applications

Next review: January 31, 2023

Effective date: January 1, 2024

Application Method

To begin the CAFM certification process, all CAFM applications must be submitted online through the NAFA.org website. The application may include information and attestation as necessary to demonstrate compliance with program eligibility requirements.

Application Fee

Individual applicants are expected to satisfy required application fees by credit card at the time they apply unless they are participating as part of a special group or under special circumstances identified and authorized by the NAFA staff. Payment in full must be received for application submission, and fees are non-refundable and non-transferable except in the event that applicant is determined ineligible. If and when a candidate is determined not eligible for the CAFM certification process, a refund of the initial application fee less a processing fee (see Appendix B) shall be made. This is because of the process of verifying the application, the evidence submitted by the candidate, and the engagement of the relevant systems and personnel in this process. Applicants whose applications contain falsified or misrepresented information, or who fail to comply with the verification review process, will forfeit all fees.

Evaluation of Applications

NAFA Credentialing & Recognition staff will evaluate each application to validate the candidate's eligibility for certification. A candidate whose application is being reviewed will be notified in writing and given a reasonable time frame not less than ten days to provide any additional documentation if necessary. If a candidate does not respond by the deadline, or does not provide the required documentation within the given time frame, the application will be evaluated based on the initial information provided and it can be declared ineligible.

An application will be denied for the following reasons:

- Failure to meet the minimum eligibility requirements
- Submission of an incomplete application
- Failure to comply with the verification or review process.
- Falsification or misrepresentation of application information.
- Violation of any published NAFA and CAFM policies and/or procedures.

Denied applicants may appeal the decision to the CAFM Commission. The appeal must:

- Be in writing;
- Be accompanied by evidence or other pertinent information refuting the decision;
- Be received by NAFA no later than 10 business days after notification of the denial;
- Be sent via email to NAFA staff at certification@nafa.org.

The Appeals Committee shall be empowered to investigate, deliberate, and bring to resolution, according to these Rules and Procedures, all appeals.

The CAFM Commission shall set all application fees and review them annually.