

Policy #4

Eligibility

Next review: January 31, 2023

Effective date: January 1, 2024

CAFM candidacy is available to any person who successfully fulfills the requirements of eligibility.

The eligibility requirements together provide material assurance that applicants for the CAFM certification have the expertise, responsibility, and character needed to be successful when attempting CAFM examination assuming reasonable preparation.

Eligibility to be a Candidate for the CAFM includes:

1. Application

Submit a completed application and an application fee online.

2. References

Secure two professional references (using application portal). Professional references shall be individuals who have worked with you in a professional environment and can validate your expertise in the respective field, current, and previous work history. Candidates cannot use as a reference, the persons who fall under their supervision, or are a relative.

3. Experience

Candidates shall provide complete information regarding their professional experience, including employer, job title and role, commencement and end dates, and more. Qualifying experience includes 3 years of work in fleet management or parts thereof, and may include other adjacent fleet and mobility related roles.

Substitutions

- Credit for one year of experience will be given for each relevant degree above Associates degree level (second or additional Bachelors, Masters, Doctorate).
- Credit for experience will be given for CPE hours at a rate of 144 per year (12 per month). For example, completion of a NAFA Professional Certificate is 18 CPEs and completing the 8 Core Certificates in the CAFM Complete education program is equivalent to 1 year of required experience.

Examples

- 3+ years of experience
- 2+ years of experience & Associates/2 year Degree+
- 2+ years of experience & 8 Certificates
- 1 year of experience & Associates/2 year+ Degree & 8 Certificates

4. Education

Candidates shall provide information regarding their formal education, as well as their fleet industry specific professional development completed in the 3 years prior to application.

5. Ethics

Affirm agreement to abide by the CAFM Code of Professional Responsibilities. The requirement provides increased awareness of expected ethical behaviors as well as increased public protection through a process that provides a reporting and investigation mechanism for violations.

6. Examination

Pass a standardized assessment that is used to ensure that certificants possess professional knowledge and skill at the level that is required for certification. The content of the CAFM examination is determined by means of a practice analysis study.

NAFA membership is not required for eligibility.

Application Review

NAFA certification staff review all applications to verify eligibility.

People whose applications are selected for audit may be asked to submit appropriate documentation to confirm their reported education and experience if not included during the application process. NAFA will not contact employers or educational institutions to obtain verification documentation on an applicant's behalf; rather, the applicant is responsible for providing all requested documentation.

Applicants whose applications require additional documentation will be notified by e-mail and will have 10 business days to submit all required documentation. Applicants must satisfy eligibility requirements before they are permitted to continue with the certification process. Failure to comply with the verification request in a timely manner, and/or falsification or misrepresentation of requested information, will result in denial of the application and forfeiture of all fees, in addition to having any future applications automatically audited for accuracy.

To satisfy eligibility verification an applicant must:

- a) Verify their experience and employment history by submitting a history of employment and signing an attestation of accuracy. The information can be verified if questions about employment arise.
- b) Attest of adherence to the CAFM Professional Standards of conduct. The requirement for adherence to the Professional Standards of Conduct provides increased awareness of expected ethical behaviors as well as increased public protection through a process that provides a reporting and investigation mechanism for violations.