

Policy #9 **Certification & Use of Designation**

Next review: January 31, 2023

The designations "CAFM" "CAFS" (and the respective graphic representations) are trademarked property of NAFA. Use is subject to approval by the CAFM Commission which is authorized by NAFA to independently govern all aspects of the programs.

Professionals who have met the certification standards defined by the CAFM Commission and who maintain their credential through the recertification process are authorized to use the CAFM/S certification designation. Credential-holders may include their credential on business cards, in resumes, on personal web pages (e.g., LinkedIn or Facebook), in bylines for articles or blog posts, and in email signatures.

Credential-holders should protect the integrity of their CAFM credential by adhering to the following guidance:

- New credential-holders may use the credential designation letters right away.
- When using the credential with their name, credential-holders must place the CAFM certification designation immediately after their name or post-graduate degree (e.g., Ph.D.).
- Credential-holders may use their credential in promotional text (e.g., "Jane Smith has satisfied the requirements for CAFM certification as prescribed by NAFA and is now a CAFM certified automotive fleet manager").
- Always use all capital letters (CAFMS).
- Never use periods between the letters.
- Do not abbreviate the credential (e.g. CFMS).
- If the certification has expired, you must immediately discontinue using the credential.

Limitations

The designation may not be used to imply that a company or firm is certified. Use of the title and designation by individuals who have not been awarded the certification or who have failed to maintain their certification is prohibited. Earning the CAFM permanently forfeits the CAFS credential which cannot be held concurrently.

Term

New credential holders are able to use the credential until December 31st on the sixth year following award of certification, after which use may be extended in 5 year increments through recertification.