

**Policy #10**

**Recertification**

**Approved on: Jan 31, 2023**

**Comment period: March 1 – August 1, 2023**

**Final review: September 2023**

**Effective date: Jan 1, 2024**

Given the rate of change in the profession, professional practices and standards affected by technological changes, the need to stay current in fleet management practices and knowledge, and the need to maintain employer and public trust in the value and meaning of the CAFM, regular recertification is an essential component of the CAFM program. Recertification ensures that certificants have maintained and improved their knowledge and competence in the fleet and mobility management field.

**Renewal Reporting Period**

CAFM/S designees are required to recertify by December 31st of the sixth year following certification, and every five years thereafter. For example, those certified in 2019 will recertify in 2025 and again in 2030.

**CPE Requirements**

CAFM designees are required to earn eighty (80) Continuing Professional Education (CPE) hours during each renewal reporting period. CAFS designees are required to earn fifty (50) Continuing Professional Education (CPE) hours during each renewal reporting period. See Appendix D for qualifying activities.

**Notification**

Reminder notices are sent to certificants who are due to recertify, using the most recent email address on file. Neither NAFA nor the CAFM Commission are responsible for undeliverable, unopened, or blocked communications regarding recertification deadlines for which the designee is solely responsible.

**Application**

Designees must submit an online recertification application form, made available on the NAFA.org website, in order to demonstrate 1) attest to ongoing adherence to the CAFM Professional Standards of Conduct requirements, 2) review and accept most recent program rules and policies, 3) document completion of required CPE activities that demonstrate continuing competence within the previous five-year renewal reporting period, and 4) review and update personal information and preferences.

**Fee**

A recertification processing fee of \$150 for members or \$250 for nonmembers is assessed, via credit card, at the time of submission.

**Review Period**

The review period for complete recertification applications can take 3-6 weeks for processing depending on volume at the time of submission. The review period for

incomplete applications or those missing information can take longer. NAFA staff will notify applicants who are missing information via e-mail to let them know what documentation is still needed. Failure to remedy will result in renewal decisions based on submitted information, and may result in revocation of the credential.

### **Approval**

To remain in good standing, recertification designees must submit a qualifying recertification application and fee by December 31 of the year in which recertification is due. Once an application has been approved, the designee is notified and is “recertified” for another five-year period.

### **Deadline & Grace Period**

Designees have until December 31 of their recertification year to return their application. Applications submitted during a 3-month grace period, between the period of January 1 and March 31 following the recertification date, will incur an additional nonrefundable fee of \$75.

### **Revocation**

After March 31, the certification(s) will be revoked and may only be reinstated in accordance with the reinstatement policy. A designee whose credential has lapsed is no longer certified, and the CAFM credential and designation MAY NOT be used in any manner.

### **Reinstatement**

The CAFM certification may be reactivated in accordance with Policy ## for Reinstatement.