

CAFM/CAFS Online Recertification Guidelines




CAF*M* Certified
Automotive
Fleet Manager

CAFS[®] Certified
Automotive
Fleet Specialist



Manage Your Recertification

- Logging On
 - Main Page
 - Recertification Overview
 - Submitting Recertification Points
 - Submitting Payment
 - Post Submission
 - Contact Information
- 

Logging On

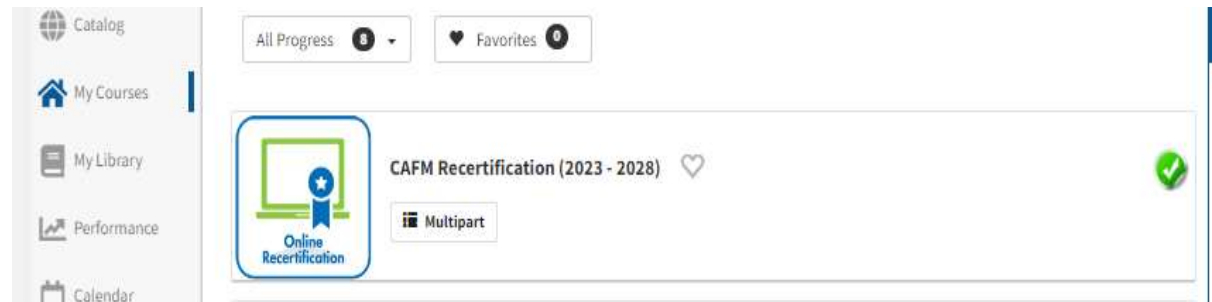
- The CAFM/CAFS online process can be found at the [Learning Management System \(LMS\)](#).
- Users logon using their email address as the User Name and NAFA ID as their password.
- Only those with CAFM enrollments, and CAFM/CAFS designation will be allowed to enter into this area.
- If the user has forgotten their password, the use can click on “Forgot your password?” to send an email message to NAFA requesting their password.

The image shows a screenshot of the 'NAFA's Member Login' form. The title is 'NAFA's Member Login'. Below the title is the instruction: 'Enter your email address and password below to log into the NAFA website to access secured areas.' There are two input fields: 'Email Address' and 'Password', both with red eye icons for toggling visibility. Below the fields is a blue 'Login' button. At the bottom, there are two links: 'Forgot password? [Reset it now](#)' and 'Not a member? [Join now](#)'.

Main Page

Recertification Processes are located in the recertification tool by selecting the period where user is able to perform the following:

- Review Recertification Overview
- Submit Recertification Points
- Review Past Recertification Transcripts



Recertification Overview

- Select Overview to find a description of requirements for credits in each section.
- The user can also enter any NAFA partner organizations that they may be affiliated with.

My Courses / CAFM Recertification (2023 - 2028) / Recertification Point Tracking - Chapter and Other ...

Recertification Point Tracking - Chapter and Other Meeting Attendance (including in-house)

Overview Self-Report

[Go to Self-Report](#)

Description

To meet the **Chapter and Other Meeting Attendance (including in-house)** requirement, you will record your participation in each meeting you attended.

Keep in mind that:

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

Have verification of your attendance at meetings other than NAFA Chapter meetings available, such as canceled check, roster of attendees, etc.

There is no **MAXIMUM** for this section.

To get started, you will select the "Self-Report" tab and the "New Request" button.

Submitting Recertification Points

- Select Self Report then “New Request” to add credits
- The user can view the total number of points per section as well as total overall points.

My Courses / CAFM Recertification (2023 - 2028) / Recertification Point Tracking - Chapter and Other ...

Recertification Point Tracking - Chapter and Other Meeting Attendance (including in-house)

Overview **Self-Report**

Total Credit Claimed: 0 Point

[New Request](#)

Request ID	Request Date	Credit	Status
No request yet			

Submitting Recertification Points Con't

- When the user clicks on a new request, they will be shown an online form for entry of points
- Each section will show the maximum points allowed.
- The user will also be able to view how many points entered in each section.

Self-Report Form

Please fill out the request form below and click "Submit Request" to complete the request.

Which day did you attend this meeting? * * Indicates required field

Which chapter and which meeting did you attend? *

What was the topic discussed in this meeting? *

Please attach verification of your attendance, such as canceled check, roster of attendees, etc.

Credit Requested * 1 Point

[Submit](#)

Recertification Point Tracking - Professional Memberships

Overview Self-Report

Total Credit Claimed: 21 Point [New Request](#) [Download All](#)

Request ID	Request Date	Credit	Status
Request 20700	May 26, 2023	1 Point	Claimed
Request 20699	May 26, 2023	4 Point	Claimed
Request 16657	February 17, 2022	4 Point	Claimed
Request 16656	February 17, 2022	4 Point	Claimed
Request 16655	February 17, 2022	4 Point	Claimed
Request 16654	February 17, 2022	4 Point	Claimed

Submit Recertification Payment

- Once the user has reached the total points, they will be allowed to submit a \$150 payment by clicking on the Digital Certificate Request at the bottom of the Recertification Point Tracking page.

Recertification Point Tracking - Other Contributions to the Fleet Profession
1 Point/Request, Up to 80 Point

Recertification Point Tracking - Work-related Application of CAFM/CAFS material
5 Point/Request

Digital Certificate Request (Approval Required)
Additional purchase is required for this course

Digital Certificate Request (Approval Required)

Please click on "Start" when you are ready to start the certification request process.

Certification Review Request Not Started

\$150.00 →

Start

- After payment go back and click the blue start button for a Certification Review Request, you will then receive a message your submission is under review.

Digital Certificate Request (Approval Required) [Back To Course Home](#)

Request Manual Review

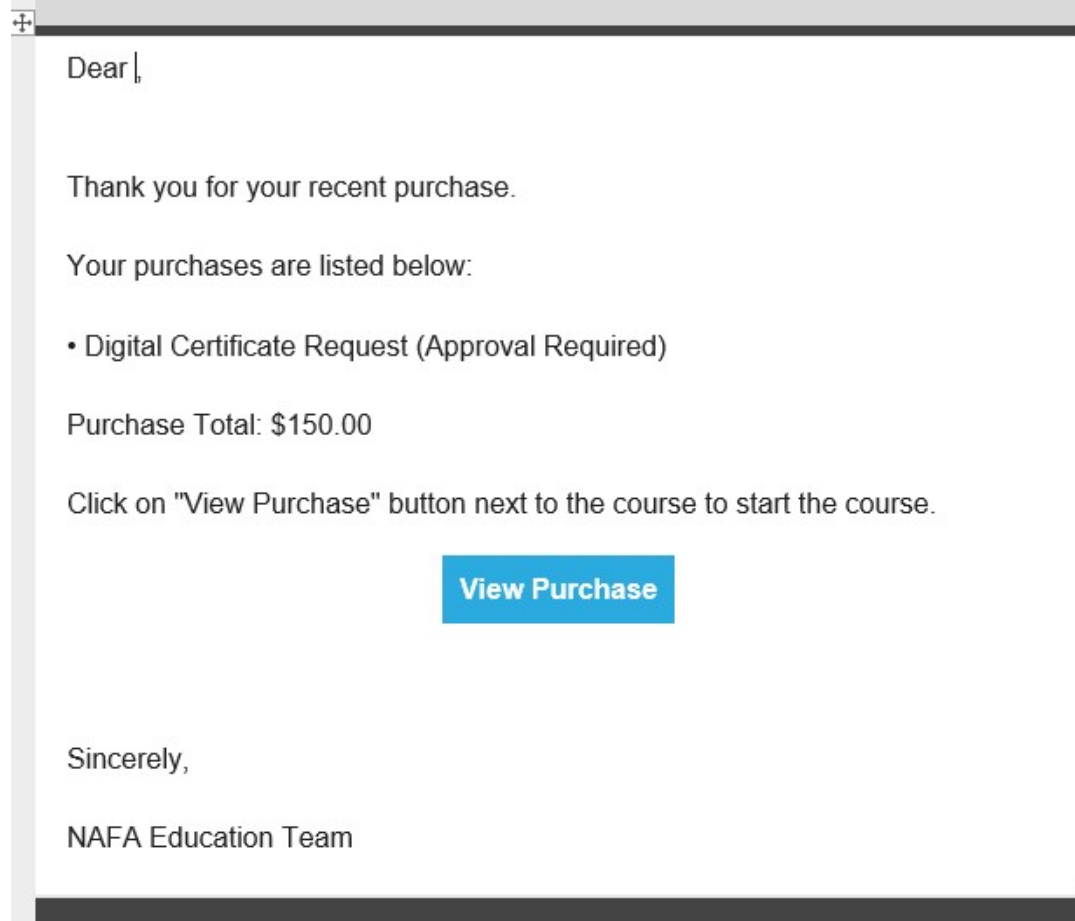
Before your recertification is approved, we must manually review your applications, along with points tracking, with NAFA committee member.

We will notify you when your application is approved.

Complete

Recertification Payment

- After completing a credit card payment, the user will then receive an email of the invoice/receipt that can be printed for their records.



Post Submission

- Upon approval from the submission, the user receives an email notifying them of their approval status with the next recertification period and instructions to download the new certificate.
- If the recertification has been disapproved, an email will be sent to the user with the listing of required materials needed for approval.
- The Recertification transcript will be available to the user to download by going to the transcript portal in your LMS account.
- The review of the submission takes two weeks to provide the status of the recertification.

Contact Information

- For questions regarding recertification records, online tool and technical problems, please email nafa@certification.org.
- For questions or concerns regarding the CAFM/CAFS certification programs, please contact Natasha Patterson, Manager, Credentialing & Recognition npatterson@nafa.org or on (609) 986-1059