

INSTITUTE OF CERTIFIED FRANCHISE EXECUTIVES

Recertification

...It's as easy as 1, 2, 3!

All Certified Franchise Executives (CFEs) are required to renew their certification every three years.

Follow these steps and you'll be recertified before you know it!

1. Get your application – there are two ways to do this:

- online at www.franchise.org/cfe.aspx;
- call or email Rose DuPont at 202-662-0771; rdupont@franchise.org.

2. Add up your credits - You only need 1200 credits to recertify as compared to the 3500 to receive your certification initially.

You need 300 Experience credits—you earn 100 experience credits for each year you have continued in franchising from the date you were first certified or recertified.

You need 500 Participation credits—attendance at any of the following events earns Participation credits:

- IFA Annual Convention 100
- IFA Public Affairs Conference (Formerly Franchise Appreciation Day) 100
- IFA's Franchise Business Network or Women in Franchising quarterly meetings 50 each
- International Franchise Expo programs 50 each

You need 400 Course credits—these are credits for any ICFE approved course, online course, sessions attended at the IFA convention as outlined on the CFE credits form you receive at each convention. REMEMBER—you can and should count any credits earned at the convention at which you were certified—you don't have to wait until the following convention. (Visit www.ifa-university.com for online courses that can help you earn the course credits you need.)

3. Submit your application.

Recertify today—you worked hard to earn the prestigious CFE designation—don't let it lapse.

For more information on recertification, contact Rose DuPont, ICFE, 202-662-0771; email-rdupont@franchise.org or visit the CFE Web page at www.franchise.org/cfe.aspx.

> **RECERTIFY TODAY!** www.franchise.org/cfe.aspx



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BETTER PREPARATION.

BETTER PERFORMANCE.



**Don't Delay—
Join Other Successful
Franchise Executives...
Recertify Today!**

For more information on the CFE program, go to: www.franchise.org/cfe.aspx

Or contact:
Rose DuPont
Manager, Certification Program
Institute of Certified Franchise Executives
1501 K Street, NW, Suite 350
Washington, DC 20005
202-662-0771
Fax: 202-628-0812
rdupont@franchise.org

