



**INSTITUTE OF CERTIFIED FRANCHISE EXECUTIVES**

**CFE Recertification Application**

Mail Application, CFE renewal documentation, and Application Fee to: **Institute of Certified Franchise Executives**, 1501 K Street, NW, Suite 350, Washington, D.C. 20005. Telephone: 202/628-8000 Fax: 202-628-0812. Recertification fee: Member—\$200.00; non-member—\$500.00. You may pay by credit card or check. Please make checks payable to Institute of Certified Franchise Executives (ICFE)

VISA     MasterCard     American Express

Name \_\_\_\_\_

Card Number \_\_\_\_\_ Exp. Date \_\_\_\_\_

Signature \_\_\_\_\_

**Application and Personal Data Statement. Please print or type all information.**

Name \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

HomeAddress \_\_\_\_\_

Home Telephone \_\_\_\_\_

IFA Member:

Franchisor     Supplier     Franchisee     Society of Franchising Member     **ss** Non-Member

**FRANCHISING EXPERIENCE—(300 credits)**

(100 credits per year for work experience in franchising field)

Company \_\_\_\_\_ Position \_\_\_\_\_

Dates \_\_\_\_\_ Total Years \_\_\_\_\_

Company \_\_\_\_\_ Position \_\_\_\_\_

Dates \_\_\_\_\_ Total Years \_\_\_\_\_

Company \_\_\_\_\_ Position \_\_\_\_\_

Dates \_\_\_\_\_ Total Years \_\_\_\_\_

**PARTICIPATION (500 credits)**

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**EDUCATION—(400 credits)** – see page 3 for reference.

List ICFE approved courses and/or attach supporting documentation:

Course/Date

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I certify that the information contained in this Application for CFE renewal is true and correct in all material respects.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Mail Application and \$200 Application Fee to:  
**INSTITUTE OF CERTIFIED FRANCHISE EXECUTIVES**  
1501 K Street, NW – Suite 350  
Washington, D.C. 20005  
Telephone – 202/628-8000  
Fax – 202/628-0812

### **CFE CREDIT REFERENCE:**

*(Intended solely as a general reference –subject to change – contact ICFE to confirm)*

#### **Experience**

**Count 100 credits per year of franchise experience**

#### **Participation –**

**WFN and FBN meetings – 50 credits per meeting**

**Supplier Forum WednesdayWise webinars – 50 per webinar**

**IFA Annual Convention – 100 credits**

**IFA Public Affairs Congress – 100 credits**

**IFE, Miami South Expo, West Coast Franchise Expo – 50**

**IFA membership – 100 credits for each year with an IFA member company**

#### **Education**

**IFA Annual Convention – 300 credits**

**ICFE Special Sessions – 200 credits**

**IFE Symposia – varies – check CFE course calendar at**

**[www.franchise.org/cfe.aspx](http://www.franchise.org/cfe.aspx)**

**IFA Legal Roundtable series – 150 to 250 credits**

**IFA Franchise Development Seminar – (one-day – 150 credits);  
(two-day – 300 credits)**

**IFA Legal Symposium – 300 credits**

**IFA/IBA Joint Symposium – 150 credits**

**Online courses – IFA University – credits vary**

**KRM webinars – 50 credits**

**Other course providers who offer programs approved for CFE education credits include Management 2000; NOVA Southeastern University; etc.  
– credits vary**