



# INSTITUTE OF CERTIFIED FRANCHISE EXECUTIVES ICFE RECERTIFICATION APPLICATION

Mail or email application, CFE renewal documentation and Application Fee to: **Institute of Certified Franchise Executives**, 1900 K Street, NW, Suite 700, Washington, D.C. 20006. Email: [cfe@franchise.org](mailto:cfe@franchise.org).

Recertification fee:     IFA Member \$295                       Non-Member \$650

You may pay by credit card or check. Please make checks payable to Institute of Certified Franchise Executives (ICFE).

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

Name \_\_\_\_\_ Title \_\_\_\_\_

Company \_\_\_\_\_ Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

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

IFA Member:     Yes     No

**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**

(Ex: IFA Membership, WednesdayWise webinars, etc. – see page 3 for reference)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**EDUCATION – 400 credits**

List ICFE-approved courses and/or attach supporting documentation:

Course/Date

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PLEASE CONTINUE TO NEXT PAGE**

Effective June 1, 2020



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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 \_\_\_\_\_

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PAYMENT:  VISA     MasterCard     American Express    Name on Card \_\_\_\_\_

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

Signature \_\_\_\_\_

Card Billing Address \_\_\_\_\_

## ICFE CREDIT REFERENCE

(Intended solely as a general reference –subject to change – contact [cfe@franchise.org](mailto:cfe@franchise.org) to confirm)

### Experience

Count 100 credits per year of franchise experience

### Participation

[IFA Coronavirus: Webinar Series](#) – 50 credits per webinar

IFA, WFN Supplier Forum and FBN meetings – 50 credits per meeting

Committee involvement – 100 credits per year involved

[WednesdayWise webinars](#) – 50 credits per webinar

IFPG Webinars – 50 credits per webinar

[FranNet Webinars](#) – 50 credits per webinar

IFA Annual Convention – 100 credits

IFA Franchise Action Network Annual Conference (FAN) – 100 credits

IFE, Franchise Expo South, West Coast Franchise Expo – 50 credits

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

IFA Legal Symposium – 100 credits

### Education

IFA Annual Convention – 300 credits

WFC Annual Leadership Conference - 100 credits

IFA Emerging Franchisor Bootcamp – 100 credits

ICFE Special Sessions – 200 credits each

IFA FRAN-GUARD™ Seminars (online and special sessions)– 300 credits

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

IFA Legal Symposium – 300 credits

IFA/IBA Joint Symposium – 150 credits

IFA Franchise Development Workshop – 150 credits

IFA Franchise Operations Conference – 200 credits

IFA Franchise Marketing Innovation and Technology Conference (MitCon) – 300 credits

IFA Emerging Franchisor Conference – 300 credits

Online courses – credits vary

-[Franchise University at Tortal.net](#)

-[BeaconLive video-on-demand](#)

-[University of Louisville Franchise Management Certificate](#)

-[FranklinCovey Online Training](#)

-[Profit Soup](#)

Management 2000 - (one-day - 150 credits; two-day - 300 credits)

Georgetown Franchise Management Certificate Program - 675 credits per module

Franchise Update Multi-Unit Conference – 300 credits

Franchise Update Consumer Marketing Conference – 300 credits

Franchise Update Leadership & Development Conference – 300 credits

Franchise Times Restaurant Finance Conference – 300 credits

For more information contact:

Sara Williamson or Katelyn Russell - [cfe@franchise.org](mailto:cfe@franchise.org)