

**CERTIFIED FRANCHISE EXECUTIVE
CFE Certification
RENEWAL APPLICATION**



Complete this form and return to cfe@franchise.org

Contact us with questions: cfe@franchise.org

*Incomplete renewal application forms will not be processed

Effective January 1, 2023, all individuals having earned the *Certified Franchise Executive™* designation must renew every three years to retain the CFE designation. Failure to renew within the designated period will revoke all CFE designation/status/recognition and the individual must begin the CFE program as a candidate in order to re-gain the CFE status.

CURRENT CFE Renewal Requirements:

40 CFE Credits REQUIRED as follows: 20 CFE Education Credits + 20 CFE Participation Credits

CFE Renewal Fees: IFA Member Fee: \$310 / Non-Member Fee: \$675

The Renewal Payment Link will be sent to you via email once your application is approved.

Name _____ Title _____ Company _____

Address _____ City _____ State _____ Zip _____

Telephone _____ Email Address _____

EDUCATION – 20 CFE education credits required

List CFE-approved courses and/or attach supporting documentation Course/Date

PARTICIPATION – 20 CFE participation credits required

List CFE-approved courses and/or attach supporting documentation: Course/Date

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

Signature _____ Date _____



Certified Franchise Executive™ (CFE) Program

CFE Credit Reference

Intended solely as a general reference - subject to change. Contact cfe@franchise.org to confirm.

CFE Approved EDUCATION Credit Courses, Programs, and Events

- IFA Academy – various education credits through multiple online courses
- 2023 Franchise Leadership & Development Conference – 11 education credits
- 2023 Franchise Customer Experience Conference (FCXC) - 11 education credits + pre-event special session education credits
- 2023 IFA Annual Convention - 11 education credits + pre-event special session education credits
 - Annual Leadership Conference - 4 credits (event held during the IFA Annual Convention)
 - Emerging Franchisor Bootcamp - 4 credits (event held during the IFA Annual Convention)
- 2023 IFA Legal Symposium - 4 education credits
- 2023 IFA/IBA Joint Symposium – 2 education credits
- 2023 IFA Emerging Franchisor Conference - 11 education credits + pre-event special session education credits
- 2023 Multi-Unit Franchise Conference (MUFC) - 11 education credits
- 2023 Franchise Expo West Pre-Event Special Session (Phoenix, AZ) – 3 education credits through pre-event special session
- 2023 Franchise Expo South Pre-Event Special Sessions (Ft. Lauderdale, FL) – up to 8 education credits through pre-event special sessions

CFE Approved PARTICIPATION Credit Activities, Events, and Webinars

- 2023 IFA Annual Convention – 8 participation credits for full event attendance
- IFA Convention On Demand – various participation credits per track purchased (10 topic-focused tracks available)
- 2023 IFA Advocacy Summit – 8 participation credits for conference attendance
- 2023 IFA Legal Symposium - 6 participation credits for event attendance
- 2023 International Franchise Expo (IFE) – 4 participation credits for event attendance
- 2023 Franchise Expo West – 4 participation credits for event attendance
- 2023 Franchise Expo South – 4 participation credits for event attendance
- CFE-approved IFA Webinars – 2 - 4 participation credits per 'live' webinar (entire webinar attendance required)
- CFE-approved FranNet Webinars – 4 participation credits per 'live' webinar (entire webinar attendance required)
- CFE-approved FranConnect Webinars - 4 participation credits per 'live' webinar (entire webinar attendance required)
- CFE-approved IFPG Webinars – 4 participation credits per 'live' webinar (entire webinar attendance required)
- CFE-approved FBN Meetings/Webinars – 4 participation credits per meeting/webinar (full attendance required)

Franchise Experience

CFE candidates only: Franchise experience is not a requirement to earn the CFE designation; however, at the time of CFE enrollment, candidates with franchising experience will receive 5 bonus education credits for each year of experience, up to a max of 20 credits or 4 years of experience.

For more information about the CFE requirements, contact: cfe@franchise.org