

## CFE RECERTIFICATION

All CFEs are required to recertify every three years reporting 1200 credits.

Get your application – there are two ways to do this: online at [www.franchise.org/cfe-home](http://www.franchise.org/cfe-home) or call or email Rose DuPont at 202-662-0771; [rdupont@franchise.org](mailto:rdupont@franchise.org).

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 Membership . . . . .100
- IFA Committee Service . . . . . 100
- IFA Annual Convention. . . . .100
- IFA Franchise Action Network Annual Meeting  
(formerly the Public Affairs Conference) . . . . . 100
- IFA’s Franchise Business Network or Women in Franchising  
quarterly meetings . . . . . 50 each
- MFV Expositions & Select Symposia. . . . . 50 each
- WednesdayWise Webinars. . . . . 50 each

You need 400 Education credits—these are credits for any ICFE approved course, online course, the IFA convention and all IFA events. **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. Recertifying CFEs who have never previously taken the IFA Fran-Guard™ program must do so when recertifying. (Visit [www.franchiseuniversity.org](http://www.franchiseuniversity.org) and <https://ifa.bizvision.com> for online courses that can help you earn the course credits you need.)

3. Submit your application by mail, fax or email to: Rose DuPont, Director, Certification Program, 1990 K Street, NW, Suite 700, Washington, DC 20006 – fax – 202-628-0812 or email [rdupont@franchise.org](mailto:rdupont@franchise.org).

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