



INSTITUTE OF CERTIFIED FRANCHISE EXECUTIVES

CFE Recertification Application

Mail Application, CFE renewal documentation and Application Fee to: **Institute of Certified Franchise Executives**, 1900 K Street, NW, Suite 700, Washington, D.C. 20006. Telephone: 202/628-8000 Fax: 202-628-0812. Recertification fee: Member-\$250.00; non-member-\$600.00. 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 _____

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 _____

- VISA MasterCard American Express

Name _____

Card Number _____ Exp. Date _____ CSC _____

Signature _____

PARTICIPATION (500 credits)

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

List ICFE 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_____

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INSTITUTE OF CERTIFIED FRANCHISE EXECUTIVES
1900 K Street, NW – Suite 700
Washington, D.C. 20006
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

IFA Legal Roundtable series – 150 to 300 credits

IFA FRAN-GUARD™ Seminars – 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

Online courses – IFA University – credits vary

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

Georgetown Franchise Management Certificate Program - 450 credits

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