



ARE YOU READY?

ONE- MINUTE CFE TRACKING CHECKLIST

If you are interested in becoming a Certified Facilities Executive (CFE), complete this “One-Minute Personal Data Form” to determine if you might have enough public assembly venue management experience to apply for the Certified Facilities Executive program.

	Points
Education: Bachelor’s degree = 30; Master’s degree = 40; PhD = 50 (Maximum = 50 points; Minimum = 30 points).	_____
Public assembly venue management experience: Enter 12 points per year of experience in the top two levels of management of a public assembly venue. (Minimum: 7 years required or 84 points; Maximum = 190 points).	_____
Continuing education programs: Enter 5 points for attendance to IAVM conferences and 5 points for attendance to other public assembly venue management industry conferences and seminars. (Maximum: 70 points; Minimum: 20 points).	_____
Intensive continuing education programs: Add 20 points per year for attending Venue Management School, formerly Public Assembly Facility Management School at Oglebay, Academy for Venue Safety and Security, Graduate Institute or the Senior Executive Symposium. (Maximum: 100 points; Minimum = 20 points).	_____
Teaching and program participation: Speaker, instructor or program committee member in a continuing education program. Add 5 points per program; 15 for Oglebay instructors or Regents per year. (Maximum: 50 points; No Minimum).	_____
Publications: Add 3 points per article and 50 points per book for publications in the public assembly venue management industry. (Maximum: 50 points; No Minimum).	_____
Professional and community activities: Add 2 points per year for service on a volunteer community or professional association board or committee. (Maximum: 40 points; Minimum: 20 points).	_____
Total	_____

Results: If you scored **300** points, you may have enough points to be eligible to apply for the CFE designation. Please contact IAVM for an official application.

If you scored less than **300** points, begin tracking your progress in the areas listed and continue to reassess your readiness for the CFE program each year.