



Certified Facilities Executive 2017 Renewal Application Form

Name: _____

Venue: _____

Position: _____

Venue Address: _____

Street Address or P.O. Box

City, State/Province, Zip/Postal Code

Home Address: _____

Street Address or P.O. Box

City, State/Province, Zip/Postal Code

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Certified Facilities Executives must renew every three years in order to maintain their certification. The Certification Board has established this requirement under the rationale that maintaining competency in the field of public assembly venue management requires continuing professional development through activities such as continuing education programs, teaching and program planning, writing and publishing and community service. Renewal demonstrates your continued dedication to stay up-to-date with the changing Public Assembly Venue Management profession, and it is an important indicator that shows your dedication to your profession and industry by continuing your education and maintaining your certification. In addition, renewal is a process necessary to maintain the standards of the Certification program. The renewal requirement, combined with the rigorous selection process the Certification Board has developed for certification, will insure that your CFE designation continues to be an acknowledged mark of your professional status among public assembly venue executives.

CFEs must submit their application for renewal three years after the January 1st that immediately follows earning the designation. For instance, CFEs who earned the designation in July 2013 are required to submit a new application for renewal by January 1, 2017. CFEs who earned the designation in July 2010 renewed in 2014 and are due to renew by January 1, 2017. Points for January 1, 2017 renewal would be accumulated for the calendar years 2014, 2015, and 2016. For candidates who serve on official active military duty, the three year renewal requirement will be extended, with no penalty, at the candidate's request. When the CFE Board receives such a request, it will notify the candidate of the new, adjusted deadline.

Renewal Fee: The renewal fee is **US\$125 members / US\$175 non-members** (not holding membership in IAVM at the time of their renewal). ***CFE's who fail to renew by the January 1st deadline may submit the paperwork January 2nd through March 31st, but will pay an additional \$100 penalty fee to do so.***

Lifetime Certification: The Certification Board has approved a "CFE retired" status. A CFE, upon retirement from the industry, is certified for life. No further action is necessary except to notify the IAVM office.

APPLICANT'S STATEMENT I hereby apply for renewal offered by the International Association of Venue Managers and understand that the information accrued in the renewal process may be used for statistical purposes and for evaluation of the certification program. I further understand that the information for my certification records will be treated confidentially. To the best of my knowledge, the information contained in this application is true, complete, correct, and is made in good faith. I understand that IAVM reserves the right to verify any or all information on this application and that any incorrect or misleading information may constitute grounds for revocation of my certification or other disciplinary action.

Signed by: _____
Applicant Date

CONTINUING EDUCATION

To receive credit for programs not listed, you must include a program from the event for evaluation by the Certification Board. The determination as to whether you will receive credit rests solely with the Certification Board.

VENUE MANAGEMENT SEMINARS OR CONFERENCES

Program Name *Sponsoring Organization* *Dates* *Points (5 points per program)*

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

MANAGEMENT SEMINARS OR CONFERENCES (NON-VENUE RELATED)

Program Name *Sponsoring Organization* *Dates* *Points (2 points per program)*

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

VENUE MANAGEMENT AUDIOCONFERENCE/WEBINAR

Program Name *Sponsoring Organization* *Dates* *Points (2 points per program)*

_____	_____	_____	_____
_____	_____	_____	_____

VENUE INTENSIVE EDUCATION PROGRAMS

Program Name *Sponsoring Organization* *Dates* *Points (15 points per program)*

_____	_____	_____	_____
_____	_____	_____	_____

(Venue Management School students earn 20 points per one-week class; graduates earn 40 points; Senior Executive Symposium attendees earn 20 points per program; Graduate Institute students earn 20 points; Academy for Venue Safety & Security attendees earn 20 points per program)

IAVM ONLINE DIGITAL CONTENT

Program Name *Sponsoring Organization* *Dates* *Points (2 points per completed track)*

_____	_____	_____	_____
_____	_____	_____	_____

TOTAL CONTINUING EDUCATION (30 maximum)

TEACHING/PROGRAM PARTICIPATION

Participation as a chairperson, committee member or instructor of a continuing education program or professional program. To receive credit for programs not listed, you must include a program from the event for evaluation by the Certification Board--a determination as to whether you will receive credit rests solely with the Certification Board.

VENUE MANAGEMENT SEMINARS OR CONFERENCES

Program Name *Sponsoring Organization* *Dates* *Points (5 points per program)*

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

MANAGEMENT SEMINARS OR CONFERENCES (NON-VENUE RELATED)

Program Name Sponsoring Organization Dates Points (2 points per program)

VENUE INTENSIVE EDUCATION PROGRAMS

Program Name Sponsoring Organization Dates Points (15 points per program)

(Venue Management School instructors earn 15 points per one-week class; Academy for Venue Safety & Security attendees earn 10 points per program)

MENTOR CONNECTOR PROGRAM

Dates Points

Coach (2 points per relationship with a limit of 3 relationships per year; Maximum 6 points per year.)
Mentor (5 points per relationship; Maximum 1 relationship per year.)
Protégé (2 points per relationship; Maximum 1 relationship per year.)

TOTAL TEACHING/PROGRAM PARTICIPATION (20 maximum)

PUBLICATION OF WRITTEN WORKS

VENUE MANAGEMENT BOOKS

Title Publisher Date Points (10 points per publication)

VENUE MANAGEMENT PUBLISHED ARTICLES

Title Published in Date Points (3 points per article)

TOTAL PUBLICATIONS POINTS (15 maximum)

PROFESSIONAL & COMMUNITY ACTIVITIES

PROFESSIONAL ORGANIZATIONS

Service on Board (not as officer)

Organization Position Dates Points (4 points per year)

Service on Committee (not as Chair)

Organization Committee Dates Points (3 points per year)

Officer of Board (additional points to Board member service)

Organization Position Date Points (2 points per year)

Chair of Committee (additional points to committee member service)

Organization Position Date Points (1 point per year)

LOCAL/COMMUNITY ORGANIZATIONS

Service on Board (not as officer)

Organization Position Date Points (2 points per year)

Service on Committee (not as Chair)

Organization Committee Date Points (2 points per year)

Officer of Board (additional points to Board Member Service)

Organization Position Date Points (1 point per year)

Chair of Committee (additional points to committee member service)

Organization Position Date Points (½ point per year)

TOTAL PROFESSIONAL AND COMMUNITY ACTIVITIES (15 maximum)

GRAND TOTAL POINTS (Minimum for renewal - 36 points)

Please Return To:

IAVM, CFE Program, 635 Fritz Dr., Suite 100, Coppell, TX 75019

Phone: 972-906-7441/ Fax: 972/906-7418

Email: Certification@iavm.org