

## **NAFA CAFM/CAFS Recertification Guidelines**

Recertification is an important element for all professional certification programs. The requirements for NAFA Fleet Management Association's certification programs are as follows:

- Certified Automotive Fleet Manager (CAFM) designation - 80 points within five years
- Certified Automotive Fleet Specialist (CAFS) designation - 50 points within five years

Program participants who wish to recertify must submit their data through the online recertification tool or submit this form. NAFA has identified a variety of educational endeavors and leadership activities through which the NAFA CAFM/CAFS certifications may be maintained. NAFA continuously reviews programs and activities to identify those that merit inclusion.

### ***Effective Date***

Each CAFM/CAFS reaches his/her recertification date on the 5<sup>th</sup> anniversary of their graduation date. For example, a graduate who took the examination in October 2015 and graduated in February 2016, will submit recertification information by February 2021. A reminder will be emailed to the graduate in January of the year they are due to recertify, however, all members are responsible for noting the expiry date of their certification. Upon recertification, the graduate will be sent a congratulatory letter and Certificate.

### ***Lifetime Certification***

Upon reaching age sixty (60) or formal retirement, an individual who holds a current CAFM or CAFS is eligible to be considered certified for life. NAFA requires that a Lifetime Recertification Request Form be submitted along with documentation showing proof of age before a Lifetime Certification Award is presented.

### ***Procedures***

NAFA will email notices in January to the last known address on record for each CAFM/CAFS reminding them of recertification requirements. Those who have not recertified by June will receive additional communication from NAFA's Certification Content Committee. All CAFM/CAFS participants must advise NAFA of any change of address. NAFA accepts no responsibility for undelivered mail or e-mail.

NAFA will accept completed recertification requests in advance of the due date, provided the form shows the required 80/50 points. The form, however, will not be reviewed until one month prior to the expiration date. If a CAFM/CAFS candidate earns more than the necessary 80/50 points during any 5-year interval, the additional points shall not count towards the next recertification period.

## ***Fees***

The NAFA Board of Directors establishes fees to cover expenses of the recertification process. For each five-year period of renewal, the appropriate fee will be payable with the submission of the CAFM/CAFS online form.

## ***Loss of Certification***

Individuals who do not acquire sufficient CAFM/CAFS maintenance points by the expiration date or approved extension date, or who fail to submit the form to NAFA will lose the right to use the CAFM/S designation.

Extenuating circumstances will be reviewed on an individual basis and requests for extensions can be submitted by email to the Certification Assistant. CAFM/CAFS graduates have a three-month grace period following the expiration deadline to get the recertification application submitted. If the CAFM/CAFS graduate has not replied by the end of this grace period, CAFM/CAFS certification will no longer be recognized.

## ***Partnership Definitions***

The following entities are under partnership agreement with NAFA and will be referred to as "Partners".

- These partners are fleet-related professional societies or trade groups that have agreed to exclusively endorse and promote the CAFM/CAFS program to their members. Current organizations that fall under this category are as follows:  
FleetPros  
NCSFA – National Conference of State Fleet Administrators  
FLAGFA – Florida Association of Government Fleet Administrators  
PARAR
- Education partners are universities, colleges or trade-schools which have accredited the CAFM/CAFS program, offer graduates of the accredited program a means to attain transferrable college credit without attending the school, and offer fleet management education consistent with CAFM curriculum. Current partnership organizations that fall under this entitlement are as follows:  
Ferris State University  
Georgian College  
Ranken Technical Institute

## Applicant information

**DATE** \_\_\_\_\_

**NAME** \_\_\_\_\_

**TITLE** \_\_\_\_\_

**COMPANY** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_

\_\_\_\_\_

**TELEPHONE** \_\_\_\_\_

**E-MAIL** \_\_\_\_\_

### Point Totals

Section	Points	Section	Points
I		VI	
II		VII	
III		VIII	
IV		IX	
V		X	
		XI	
<b>Total</b>			

***I. Professional Memberships***

- A. Membership in NAFA or Partner organization 4 points per year
- B. Membership in other associations related to the industry 3 points per year

**MAXIMUM POINTS ALLOWABLE FOR THIS SECTION: 32 points**

Organization: \_\_\_\_\_ Number of points \_\_\_\_\_  
Membership date from \_\_\_\_\_ to \_\_\_\_\_

Organization: \_\_\_\_\_ Number of points \_\_\_\_\_  
Membership date from \_\_\_\_\_ to \_\_\_\_\_

Organization: \_\_\_\_\_ Number of points \_\_\_\_\_  
Membership date from \_\_\_\_\_ to \_\_\_\_\_

Organization: \_\_\_\_\_ Number of points \_\_\_\_\_  
Membership date from \_\_\_\_\_ to \_\_\_\_\_

Organization: \_\_\_\_\_ Number of points \_\_\_\_\_  
Membership date from \_\_\_\_\_ to \_\_\_\_\_

Organization: \_\_\_\_\_ Number of points \_\_\_\_\_  
Membership date from \_\_\_\_\_ to \_\_\_\_\_

Organization: \_\_\_\_\_ Number of points \_\_\_\_\_  
Membership date from \_\_\_\_\_ to \_\_\_\_\_

Total: \_\_\_\_\_

**II. Chapter and Other Meeting Attendance (including in-house)**

- A. Attendance at educational Chapter or local meeting (up to one day) 1 point each
- B. Attendance at other educational meetings (up to one day) 1 point each
- C. Participate in a NAFA webinar 1 point per webinar

**NAFA Headquarters does not have access to Chapter Meeting attendance records. You must attach verification of your attendance, such as canceled check, roster of attendees, etc.**

**NO MAXIMUM POINTS FOR THIS SECTION**

Date	Chapter or Meeting	Topic	Points

Total:\_\_\_\_\_

**III. Continuing Education**

- A. Attendance at NAFA or Partner Annual Conference 6 points per event
- B. Attendance at a NAFA or Partner Education Seminar or 3 points per event  
(with a minimum of 2 days' attendance)
- C. Attendance at other fleet-related annual conferences 2 points per event  
(with minimum of 2 days' attendance)
- D. Attendance at other professional education courses and/or seminars, including in-house 4 points per event  
training and seminars.  
(with minimum of 2 days' attendance)
- E. Achievement of other fleet certifications 5 points per course
- F. Attendance at university or college courses related to fleet management (transcript of 6 points per course  
completion of course must be provided and must have acquired a passing grade)
- G. Attendance at other universities or college upgrade courses not related to fleet 5 points per course

**NO MAXIMUM POINTS FOR THIS SECTION**

Organization: \_\_\_\_\_ Number of points \_\_\_\_\_

Meeting: \_\_\_\_\_

Month: \_\_\_\_\_ Year \_\_\_\_\_

Organization: \_\_\_\_\_ Number of points \_\_\_\_\_

Meeting: \_\_\_\_\_

Month: \_\_\_\_\_ Year \_\_\_\_\_

Organization: \_\_\_\_\_ Number of points \_\_\_\_\_

Meeting: \_\_\_\_\_

Month: \_\_\_\_\_ Year \_\_\_\_\_

Total: \_\_\_\_\_

**IV. Leadership Service**

- A. Service as a national elected Officer/Trustee of NAFA or Partner 4 points each year of service
- B. Service as national chapter chair for NAFA or Partner 4 points each year or service
- C. Service as national committee chair or vice chair for NAFA or Partner 3 points each year of service
- D. Service as a national committee member for NAFA or Partner 2 points each year of service
- E. Service as Chapter Committee Chair or Community Leader for NAFA 2 points each year of service
- F. Service as Chapter Committee Member or Community Advisory Council for NAFA 1 point each year of service
- G. Service as Officer, Chair, or other leadership in other business organizations 1 point each year of service (at discretion of recertification committee)

**NO MAXIMUM POINTS FOR THIS SECTION**

Organization: \_\_\_\_\_ Number of points \_\_\_\_\_  
Office or position held: \_\_\_\_\_  
Date of service: \_\_\_\_\_

Organization: \_\_\_\_\_ Number of points \_\_\_\_\_  
Office or position held: \_\_\_\_\_  
Date of service: \_\_\_\_\_

Organization: \_\_\_\_\_ Number of points \_\_\_\_\_  
Office or position held: \_\_\_\_\_  
Date of service: \_\_\_\_\_

Organization: \_\_\_\_\_ Number of points \_\_\_\_\_  
Office or position held: \_\_\_\_\_  
Date of service: \_\_\_\_\_

Organization: \_\_\_\_\_ Number of points \_\_\_\_\_  
Office or position held: \_\_\_\_\_  
Date of service: \_\_\_\_\_

Organization: \_\_\_\_\_ Number of points \_\_\_\_\_  
Office or position held: \_\_\_\_\_  
Date of service: \_\_\_\_\_

Organization: \_\_\_\_\_ Number of points \_\_\_\_\_  
Office or position held: \_\_\_\_\_  
Date of service: \_\_\_\_\_ Total: \_\_\_\_\_

**V. Instruction**

- |  |                           |
|--|---------------------------|
| A. Instructor or primary speaker at national NAFA or Partner event                                   | 4 points per presentation |
| B. Panelist at national NAFA or Partner event  | 2 points per presentation |
| C. Speaker at NAFA or NCSFA Chapter Meeting  | 2 points per presentation |
| D. Moderator at national NAFA or Partner event   | 1 point per session       |
| E. In-house presentation; speaker at other fleet related organizations<br>recertification committee) | 1 point (at discretion of |

**NO MAXIMUM POINTS FOR THIS SECTION**

**Attach copy of outline of speech and copy of program showing your name as a participant.**

Organization: \_\_\_\_\_ Number of points \_\_\_\_\_

Name of program: \_\_\_\_\_

Type of involvement (speaker, instructor, panel participant, etc.): \_\_\_\_\_

Organization: \_\_\_\_\_ Number of points \_\_\_\_\_

Name of program: \_\_\_\_\_

Type of involvement (speaker, instructor, panel participant, etc.): \_\_\_\_\_

Total: \_\_\_\_\_



**VI. Literary Contributions**

- A. Material authored and published in recognized publication. 4 points per article
- B. Serving as subject of feature article for recognized publication. 4 points per interview
- C. Quoted as source or expert on recognized publication. 1 point (at discretion of recertification committee)
- D. Editing or development assistance for NAFA or industry Guides or publications 3 pts per contribution/chapter
- E. Contributions on Community pages 1 point per post

**NO MAXIMUM POINTS FOR THIS SECTION EXCEPT FOR SECTION VI. E. IS CAPPED AT 20 OVER 5 YEARS**  
**Attach copy of article.**

Publication and issue: \_\_\_\_\_ Number of points \_\_\_\_\_

Publisher: \_\_\_\_\_

Title of published work: \_\_\_\_\_

Publication and issue: \_\_\_\_\_ Number of points \_\_\_\_\_

Publisher: \_\_\_\_\_

Title of published work: \_\_\_\_\_

Publication and issue: \_\_\_\_\_ Number of points \_\_\_\_\_

Publisher: \_\_\_\_\_

Title of published work: \_\_\_\_\_

Total: \_\_\_\_\_

**VII. Legislative Contributions**

- A. Testimony at fleet-related government hearings. 4 points
- B. Letters sent to government officials on fleet issues. 1 point
- C. Membership or participation in "Clean Cities." 2 points each year

**MAXIMUM POINTS ALLOWABLE FOR THIS SECTION: 8 points**

**Attach copy of letter and/or outline of testimony.**

Summary of activities: \_\_\_\_\_

Number of points \_\_\_\_\_

Number of points \_\_\_\_\_

Number of points \_\_\_\_\_

Number of points \_\_\_\_\_

Total: \_\_\_\_\_

**VIII. Awards/Recognition**

Award or recognition for outstanding achievement/contribution to fleet profession 4 points

**MAXIMUM POINTS ALLOWABLE FOR THIS SECTION: 12 points**

**Attach description of each award if other than NAFA sponsorship.**

Name of award: \_\_\_\_\_ Number of points \_\_\_\_\_

Organization presenting award: \_\_\_\_\_

Date of award: \_\_\_\_\_

Name of award: \_\_\_\_\_ Number of points \_\_\_\_\_

Organization presenting award: \_\_\_\_\_

Date of award: \_\_\_\_\_

Name of award: \_\_\_\_\_ Number of points \_\_\_\_\_

Organization presenting award: \_\_\_\_\_

Date of award: \_\_\_\_\_

Total: \_\_\_\_\_

**IX. Community Service**

Religious, civic, fraternal, or charity work in spirit of volunteerism. 2 points per organization/year

**MAXIMUM POINTS ALLOWABLE FOR THIS SECTION: 12 points**

Organization: \_\_\_\_\_ Number of points \_\_\_\_\_

Date of involvement: \_\_\_\_\_

Description of service: \_\_\_\_\_

Organization: \_\_\_\_\_ Number of points \_\_\_\_\_

Date of involvement: \_\_\_\_\_

Description of service: \_\_\_\_\_

Organization: \_\_\_\_\_ Number of points \_\_\_\_\_

Date of involvement: \_\_\_\_\_

Description of service: \_\_\_\_\_

Organization: \_\_\_\_\_ Number of points \_\_\_\_\_

Date of involvement: \_\_\_\_\_

Description of service: \_\_\_\_\_

Total: \_\_\_\_\_

**X. Other Contributions to the Fleet Profession**

Any other fleet related activity that has not been identified in other areas of these guidelines, (e.g. manufacturer previews, OEM-sponsored car shows and ride and drives, NAFA booth, proctoring (per testing session), plant tours, Chapter regional seminars, participation in industry surveys, **contestant in 100 Best Fleets**, etc.)

Miscellaneous contributions 1 point each contribution (at discretion of recertification committee)

**MAXIMUM POINTS ALLOWABLE FOR THIS SECTION: 20 points**

**Attach copy of verification of attendance or contribution.**

Explanation of contribution: \_\_\_\_\_ Number of points \_\_\_\_\_

Date: \_\_\_\_\_

Explanation of contribution: \_\_\_\_\_ Number of points \_\_\_\_\_

Date: \_\_\_\_\_

Explanation of contribution: \_\_\_\_\_ Number of points \_\_\_\_\_

Date: \_\_\_\_\_

Explanation of contribution: \_\_\_\_\_ Number of points \_\_\_\_\_

Date: \_\_\_\_\_

Total: \_\_\_\_\_

**XI. Work-related Application of CAFM/CAFS material**

Demonstrate how you have applied the principles learned in each of the competencies in your work environment.

Practical application 5 points per module (at discretion of recertification committee)

**NO MAXIMUM POINTS FOR THIS SECTION**

Module	Points	Describe the Practical Application
Asset		
Business		
Finance		
Information		
Maintenance		
Risk		
Fuel		
Professional Development		

Total: