



# INSTITUTE OF CERTIFIED FRANCHISE EXECUTIVES

## CFE Recertification Application

Mail or email application, CFE renewal documentation and Application Fee to: **Institute of Certified Franchise Executives**, 1900 K Street, NW, Suite 700, Washington, D.C. 20006. Telephone: 202-774-2067  
Email: cfe@franchise.org. Recertification fee: Member-\$295.00; non-member-\$650.00. 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)**

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

List ICFE approved courses and/or attach supporting documentation:

Course/Date

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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 – 202-774-2067  
Email – cfe@franchise.org

## ICFE CREDIT REFERENCE

(Intended solely as a general reference –subject to change – contact [Casey Mensinger](#) at ICFE to confirm)

### Experience

Count 100 credits per year of franchise experience

### Participation –

IFA, WFN and FBN meetings – 50 credits per meeting Supplier Forum

WednesdayWise webinars – 50 per webinar

IFPG Webinars – 50

IFA Annual Convention – 100 credits

IFA Franchise Action Network Annual Conference (FAN) – 100 credits

IFE, Franchise Expo South, West Coast Franchise Expo – 50 credits

IFA membership – 100 credits for each year with an IFA member company

IFA Legal Symposium – 100 credits

### Education

IFA Annual Convention – 300 credits

WFC Leadership Conference - 100 credits

ICFE Special Sessions – 200 credits

IFE Symposia – varies – check CFE course calendar at [www.franchise.org/cfe.aspx](http://www.franchise.org/cfe.aspx)

IFA FRAN-GUARD™ Seminars (online and special sessions)– 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

IFA Franchise Development Workshop – 150 credits

IFA Franchise Operations Conference – 200 credits

IFA Franchise Marketing Innovation and Technology Conference (MitCon) – 300 credits

IFA Emerging Franchisor Conference – 300 credits

Online courses – [IFA University](#), video-on-demand programs at the [BeaconLive](#) site, [Tortal.net](#)

[FranklinCovey Online Training Sessions](#), [Profit Soup](#) - credits vary

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

Georgetown Franchise Management Certificate Program - 675 credits per module

Franchise Update Multi-Unit Conference – 300 credits

Franchise Update Consumer Marketing Conference – 300 credits

Franchise Update Leadership & Development Conference – 300 credits

Franchise Times Restaurant Finance Conference – 300 credits

Other conferences as determined by ICFE – credits vary

For more information contact:

Casey Mensinger, Manager, Development & Programs - [cfe@franchise.org](mailto:cfe@franchise.org)