

CFSP Recertification Application

Instructions

Please complete this form to apply for Certified Form Systems Professional (CFSP) recertification. In order to qualify, you must have earned a minimum of fifty (50) points in the last five (5) years. If you require additional space, attach a separate sheet. Checks should be made payable to 'BFMA'. Submit this form along with any attachments and your check to:

BFMA, 1147 Fleetwood Avenue, Madison, WI 53716-1417

Applicant Data

Last Name	First Name	BFMA Member <input type="checkbox"/> Yes <input type="checkbox"/> No	CFSP Certificate Number	Certificate Expiration Date
Job Title	Company/Agency	Mailing Address		
City	State/Province	Zip+4/Postal Code	Country	E-mail Address

- I have earned a total of fifty (50) or more recertification points in the last five years.
BFMA Member renewal fee: \$125 Nonmember renewal fee: \$225
- I have retaken and passed the CFSP exam on ____/____/____.
- I am 62 years of age or more, and I am applying for the CFSP Lifetime Certification.
BFMA Member one-time Lifetime Certification fee: \$75 Nonmember fee: \$150

Recertification Point System

One (1) point earned for each year of membership in other information management professional associations in the last five (5) years.

Association Name(s)	Membership Year(s)	Points

Two (2) points earned for each year of BFMA membership in the last five (5) years. Please enter year(s) (YYYY) below.

Year	Year	Year	Year	Year	Points

Two (2) points earned for **each hour** (45 minutes) attendance at a form/systems related Educational Class (**EC**); CFSP Fields of Knowledge session (**FK**); CFSP Study Group attendance or self-study (**SG**); and/or Academic Education relating to the CFSP fields of knowledge (**AE**) in the last five (5) years.

Session/Class Title	EC	FK	SG	AE	Date Attended	Number of Hour(s) Attended	Points
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

Two (2) points earned for each year in active employment status in the form/systems profession in the last five (5) years. This includes contract and consultant work. Please enter year(s) (YYYY) below.

Year	Year	Year	Year	Year	Points

Three (3) points earned for **each hour** (45 minutes) of instruction of a form/systems related Educational Class (**EC**); CFSP Fields of Knowledge session (**FK**); and/or CFSP Study Group session (**SG**) in the last five (5) years.

Session/Class Title	EC	FK	SG	Session/Class Presented At	Instruction Hour(s)	Instruction Date	Points
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				

Three (3) points earned for each ten (10) written CFSP exam questions, answers, and source(s) of answers submitted to FSCB in the last five (5) years.

Number of Questions	Date Submitted	Number of Questions	Date Submitted	Number of Questions	Date Submitted	Number of Questions	Date Submitted	Points

Three (3) points earned for each written article of 500 words or more pertaining to the form/systems profession that is published either on www.bfma.org or in other professional magazines or newsletters in the last five (5) years.

Article Title	Publication Name	Number of Words	Date Published	Points

Form/systems educational sessions: Five (5) points earned for each newly developed 45 to 60 minute session and ten (10) points earned for each newly developed 1-1/2 hour session in the last five (5) years.

Session/Class Title	Date Developed	Points

Twenty-five (25) points earned for each book published in the last five (5) years with a minimum of 50 pages that relates to the CFSP fields of knowledge.

Book Title	Number of Pages	Date Published	Points

All information provided is true and accurate to the best of my knowledge. I understand if there are any questions regarding the information provided, the Form Systems Certification Board (FSCB) has the right to request support documentation. In addition, if any false information is intentionally provided my CFSP Certification may be revoked.

Applicant Signature	Date Submitted to FSCB / /	Total Points →	
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For BFMA Use Only

Board Review Date / /	Points Verified	Points Rejected	<input type="checkbox"/> Approved <input type="checkbox"/> Denied	FSCB Chair Signature
Comments				