

CRFP Designation Renewal and CEU Requirements



CRFP Renewal Requirements

Certification renewal is required every three (3) years. Renewal applications (*download at www.rfmaonline.com*) must be submitted by **October 31** of the year your designation will expire. There is no renewal fee unless you have a lapse in renewing your designation. An application filing grace period for an extension may be granted up to **December 31** of the year of expiration.

Time Period: **36 months**
Total CE Units/points Required/Log: **30**

What is a CEU?

The Continuing Education Unit or CEU is a nationally recognized unit of measure for non-credit continued education programs. The CEU process is designed to document active involvement and participation in continued learning during the member's CRFP designation 3-year renewal cycle. It is necessary that you obtain the required number of CEU units during this 36 month time period to maintain your CRFP Designation.

Qualifying Professional Development Activities

There are a variety of ways to accumulate the required 30 hours of facility management-related professional participation through actively being involved in RFMA in addition to earning continuing education units (CEU's). ***You will receive 1 point for each hour of continued education.***

Renewing designees must have completed a minimum of 30 hours of facility management related professional development, qualifying leadership, authorship, and teaching activities contributing to the profession of facility management. Qualifying leadership activities include volunteer service as a co-chair, board member and leading an educational session at a RFMA conference or webinar.

Any continuing professional education offered by a professional entity and directly related to either facility management or leadership training beneficial to your career and meets the guidelines outlined below is acceptable toward the professional development requirement.

Education Participation Units Earned

RFMA conference attendance	1 point/per conference
RFMA conference session attendance <i>(attendees must submit an evaluation at the end of each session through the conference app for credit)</i>	1 point/session

Each RFMA National conference will have 7 possible attendee opportunities to accumulate points.

RFMA conference session development <i>(session abstract must be submitted during call for proposals, accepted by the conference curriculum committee and presented at the conference)</i>	10 points/session
RFMA conference roundtable facilitator <i>(3 points per conference)</i>	3 points/session
RFMA Webinar participation <i>(includes archived webinars)</i>	1 point/webinar
RFMA webinar development <i>(webinar abstract must be presented during the 36 months of current recertification)</i>	10 points/webinar
RFMA Females in Facilities call	1 point/call
RFMA Peer to Partner call, Facilitator	3 points/call
RFMA Peer to Partner call, participant	1 point/call
RFMA Peer to Peer call, Facilitator	3 points/call
RFMA Peer to Peer call, participant	1 point/call
RFMA Member Meet Up attendee	1 point
RFMA Member Meet Up host	3 points
RFMA Regional Roundtable attendee	1 point
RFMA Regional Roundtable host	3 points
Additional industry association conferences, workshops, seminars or classes held publicly or at provider's headquarters or restaurant corporate headquarters including face-to-face; and online delivery. <i>(must be accompanied by a copy of the signed proof of attendance by the instructor)</i>	1 point/clock hour
Additional industry association designations (FMP, RFMP, etc.)	3 points/designation
College or university course study <i>(e.g., face-to-face, independent study/correspondence, online) taken for academic credit at a U.S. accredited academic institution in the field of facility or project management.</i>	3 points/credit hour

Limit to 20 points per 3-year period

Documentation Required: Copy of an official transcript and a course description

Association Involvement	Units Earned
Active Member of RFMA	1 point/calendar year
Employed in a Facility Management position	1 point/calendar year
Active Member of a RFMA Committee, Council or Task Force <i>(to be considered "active" you must not have more than 2 unexcused absences on scheduled conference calls within a 12-month period. These points are per committee)</i>	2 points/calendar year
Active Member of RFMA Board <i>(To be considered "active" you must not have more than 2 unexcused absences on scheduled conference calls and in-person board meetings within a 12 month period)</i>	3 points/calendar year
RFMA Committee Chair <i>(To be considered "active" you must not have more than 2 unexcused absences on scheduled conference calls within a 12-month period)</i>	3 points /calendar year
RFMA Mentorship Program <i>(Participants must fulfill all requirements of the program to receive the points)</i>	3 points/calendar year
RFMA Gives Co Chair	5 points/project
RFMA Gives Volunteer	2 points/project
Publication Contributions	Units Earned
Article accepted for publication in Facilitator magazine <i>(points awarded once article is accepted by RFMA Editorial Board for insertion in the article bank for current or future issues of Facilitator)</i>	5 points /article
Article published in another industry Trade magazines <i>(The article must be written in the 36 month time period after achieving the designation and a copy of the published page must accompany the CEU form for proper credit. Article can only receive points once for publication)</i>	3 points/article
Participated as an Item Writer for exam forms <i>(RFMA Staff must confirm active participation by member for last 12 months)</i>	5 points/calendar year

Submitting Documentation:

(All documents must be signed and originals mailed)

RFMA

Certification Department

5600 Tennyson Pkwy, Ste 265

Plano, TX 75024

Reactivation

There will be a \$100.00 fee to reinstate your designation if required documentation of continuing education and professional development requirements are not submitted by the above stated deadline. Reactivation will be approved by meeting the renewal requirements including payment of the fee and fulfilling professional development or activities requirements or by re-examination. Professional development credits must be accrued within the three years leading up to the resumption of designation status. If your designation is expired more than 1 calendar year, designee will have to retake the CRFP exam to earn the designation.

Other Reminders

Renewals forms must be received no later than October 31st of the renewal year to ensure no interruption in certification on December 31st. **CRFPs may renew early.** However, educational or leadership/instructional hours for the renewal must be earned within the appropriate three-year-interval.

Note: All CRFP designees who retire while maintaining a RFMA membership will be allowed to maintain their designation with no requirements for CEUs for an additional 3-year time period. During that time should the retiree return to active status with an active member company, please notify RFMA immediately. Reinstatement may take place from that date and all CEU requirements will be reinstated from that date. (i.e. designee will have 3 years from date of reinstatement to fulfill requirements to retain designation)