



## Certified Facilities Executive 2018 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 2014 are required to submit a new application for renewal by January 1, 2018. Points for January 1, 2018 renewal would be accumulated for the calendar years 2015, 2016, and 2017. 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 Certification 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). ***CFEs who fail to renew by the January 1<sup>st</sup> deadline may submit the paperwork January 2<sup>nd</sup> through March 31<sup>st</sup>, 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**

The Certification Board will require proof of attendance to any non-IAVM sponsored program. Sponsors typically will provide a Certificate of Completion or other documents showing attendance. Education activities should cover subject matter that clearly contributes to the applicant's practice as a manager or professional in a public assembly venue. In cases where the title of the program does not clearly reflect the relevancy, the applicant should submit a statement describing the content of the program and its' application to the applicant's professional work activities. The determination as to whether you will receive credit rests solely with the Certification Board.

**IAVM SPONSORED VENUE MANAGEMENT SEMINARS OR CONFERENCES**

<i>Program Name</i>	<i>Sponsoring Organization</i>	<i>Dates</i>	<i>Points (5 per program)</i>
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_____	_____	_____	_____
_____	_____	_____	_____

**NON-IAVM SPONSORED VENUE MANAGEMENT SEMINARS OR CONFERENCES**

<i>Program Name</i>	<i>Sponsoring Organization</i>	<i>Dates</i>	<i>Points (3 per program)</i>
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_____	_____	_____	_____
_____	_____	_____	_____

**MANAGEMENT SEMINARS OR CONFERENCES (NON-VENUE RELATED)**

<i>Program Name</i>	<i>Sponsoring Organization</i>	<i>Dates</i>	<i>Points (2 per program)</i>
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_____	_____	_____	_____
_____	_____	_____	_____

**VENUE MANAGEMENT WEBINARS (AUDIO CONFERENCE)**

<i>Program Name</i>	<i>Sponsoring Organization</i>	<i>Dates</i>	<i>Points (2 per program)</i>
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_____	_____	_____	_____
_____	_____	_____	_____

**IAVM CHAPTER MEETINGS OR VMA "AFTER 5" MEETINGS**

<i>Program Name</i>	<i>Sponsoring Organization</i>	<i>Dates</i>	<i>Points (2 per program)</i>
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_____	_____	_____	_____
_____	_____	_____	_____

**MANAGEMENT WEBINARS (AUDIO CONFERENCE - NON-VENUE RELATED)**

<i>Program Name</i>	<i>Sponsoring Organization</i>	<i>Dates</i>	<i>Points (1 per program)</i>
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_____	_____	_____	_____
_____	_____	_____	_____

**VENUE INTENSIVE EDUCATION PROGRAM**

Approved venue intensive education programs:

- IAVM Venue Management School (VMS) @ Oglebay
- IAVM Graduate Institute (GI) @ Oglebay
- VMA Asia Pacific Venue Management School
- VMA Asia Pacific Graduate Institute (GI)
- IAVM Senior Executive Symposium (SES)
- IAVM Academy for Venue Safety & Security (AVSS)

<i>Program Name</i>	<i>Sponsoring Organization</i>	<i>Dates</i>	<i>Points (20 per program)</i>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**TOTAL CONTINUING EDUCATION POINTS (30 maximum)** \_\_\_\_\_

**TEACHING/PROGRAM PARTICIPATION** (in addition to points above)

Participation as a teacher, speaker, or presenter of a continuing education program or professional program. To receive credit for programs not listed, you must include a printed 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**

<i>Program Name</i>	<i>Sponsoring Organization</i>	<i>Dates</i>	<i>Points (5 per program)</i>
_____	_____	_____	_____
_____	_____	_____	_____

**MANAGEMENT SEMINARS (NON-VENUE RELATED) OR CONFERENCES**

<i>Program Name</i>	<i>Sponsoring Organization</i>	<i>Dates</i>	<i>Points (2 per program)</i>
_____	_____	_____	_____
_____	_____	_____	_____

**VENUE INTENSIVE EDUCATION PROGRAMS**

<i>Course Name</i>	<i>University or College</i>	<i>Dates</i>	<i>Points (15 per program)</i>
_____	_____	_____	_____
_____	_____	_____	_____

**INDUSTRY RELATED COLLEGE COURSES**

<i>Course Name</i>	<i>University or College</i>	<i>Dates</i>	<i>Points (15 per semester)</i>
_____	_____	_____	_____

**MENTOR CONNECTOR PROGRAM**

	<i>Points</i>
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 POINTS (20 maximum)** \_\_\_\_\_

**PUBLICATION OF WRITTEN WORKS**

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**FACILITY MANAGEMENT BOOKS**

<i>Title</i>	<i>Publisher</i>	<i>Date</i>	<i>Points</i> <i>(10 per publication)</i>
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**FACILITY MANAGEMENT PUBLISHED ARTICLES**

<i>Title</i>	<i>Published in</i>	<i>Date</i>	<i>Points</i> <i>(3 per article)</i>
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**TOTAL PUBLICATIONS POINTS** *(15 maximum)*

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**PROFESSIONAL AND COMMUNITY ACTIVITIES**

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**PROFESSIONAL ORGANIZATIONS**

**SERVICE ON BOARD**

<i>Organization</i>	<i>Position</i>	<i>Dates</i>	<i>Points</i> <i>(4 per year)</i>
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**SERVICE ON COMMITTEE**

<i>Organization</i>	<i>Committee</i>	<i>Dates</i>	<i>Points</i> <i>(3 per year)</i>
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**OFFICER OF BOARD** *(in addition to Service on Board points)*

<i>Organization</i>	<i>Position</i>	<i>Dates</i>	<i>Points</i> <i>(2 per year)</i>
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**CHAIR OF COMMITTEE** *(in addition to Service on Committee points)*

<i>Organization</i>	<i>Position</i>	<i>Dates</i>	<i>Points</i> <i>(1 per year)</i>
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**LOCAL / COMMUNITY ORGANIZATIONS  
SERVICE ON BOARD**

<i>Organization</i>	<i>Position</i>	<i>Dates</i>	<i>Points (2 per year)</i>

**SERVICE ON COMMITTEE**

<i>Organization</i>	<i>Position</i>	<i>Dates</i>	<i>Points (2 per year)</i>

**OFFICER OF BOARD (in addition to Service on Board points)**

<i>Organization</i>	<i>Position</i>	<i>Dates</i>	<i>Points (1 per year)</i>

**CHAIR OF COMMITTEE (in addition to Service on Committee points)**

<i>Organization</i>	<i>Position</i>	<i>Dates</i>	<i>Points (0.5 per year)</i>

**CHAPTER MEETINGS / AFTER 5 EVENTS**

<i>Organization</i>	<i>Position</i>	<i>Dates</i>	<i>Points (1 per year)</i>

**TOTAL PROFESSIONAL AND COMMUNITY POINTS (15 maximum)** \_\_\_\_\_

**GRAND TOTAL POINTS (Minimum for renewal - 36 points)** \_\_\_\_\_

**Please send completed Application to:  
IAVM, CFE Program  
635 Fritz Dr., Suite 100  
Coppell, TX 75019**

**OR**

**Send via Email to: [certification@iavm.org](mailto:certification@iavm.org)**

Please call (972) 906-7441 with any application questions.