



CERTIFIED FRANCHISE EXECUTIVE  
CFE Certification  
RENEWAL APPLICATION



**Complete this form and return to [cfe@franchise.org](mailto:cfe@franchise.org)**

Contact us with questions: [cfe@franchise.org](mailto:cfe@franchise.org)

\*Incomplete renewal application forms will not be processed

**Effective January 1, 2023**, all individuals having earned the *Certified Franchise Executive™* designation must renew every three years to retain the CFE designation. Failure to renew within the designated period will revoke all CFE designation/status/recognition and the individual must begin the CFE program as a candidate in order to re-gain the CFE status.

CURRENT CFE Renewal Requirements:

**40 CFE Credits REQUIRED as follows: 20 CFE Education Credits + 20 CFE IFA LIVE Learning Credits (Formerly Participation)**

CFE Renewal Fees: IFA Member Fee: \$310 / Non-Member Fee: \$675

The Renewal Payment Link will be sent to you via email once your application is approved.

Name \_\_\_\_\_ Title \_\_\_\_\_ Company \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone \_\_\_\_\_ Email Address \_\_\_\_\_

**EDUCATION – 20 CFE Education Credits required**

List CFE-approved courses and/or attach supporting documentation Course/Date

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**IFA LIVE (Formerly Participation) – 20 CFE IFA LIVE Learning Credits required**

List CFE-approved events and/or attach supporting documentation: Event or 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 \_\_\_\_\_



## Certified Franchise Executive™ (CFE) Program CFE Credit Reference

*Intended solely as a general reference - subject to change. Contact [cfe@franchise.org](mailto:cfe@franchise.org) to confirm.*

### **EDUCATION Credits (20 Credits)**

Education credits are earned by completing online CFE-approved self-paced courses, OnDemand recordings, and/or specified courses through IFA approved learning partners. Education credit opportunities can be found on [IFA Academy](#) and the [CFE Events Calendar](#).

IFA Academy is where you can browse the online CFE course catalog, enroll in online courses *and* instantly receive CFE credits after course completion, monitor your CFE progress, and more! Follow the steps below to begin taking online CFE-approved courses.

1. Visit the IFA Academy information site at [franchise.org/IFA-Academy](http://franchise.org/IFA-Academy) to review video tutorials, FAQs, and a user guide.
2. [Log in to IFA Academy](#). If you already have an account on member.franchise.org, use your existing email address and password to login. If you do not yet have an account, we welcome you to create one – there is no cost to create an account and explore the platform.
3. Once you're logged in, browse the [online course catalog](#) to explore available courses and enroll.

### **IFA LIVE Learning Credits (Formerly Participation Credits) (20 Credits)**

IFA LIVE Learning Credits are earned by attending CFE-approved events that offer a 'live' instructor component, such as conferences, live webinars, and virtual classroom cohorts. IFA LIVE credit opportunities can be found on the [CFE Events Calendar](#).