

Certified Fund Raising Executive (CFRE) Application Summary



The Process:

The CFRE International certification process has two parts: 1) written **application** and 2) written **examination**. Candidates must meet the requirements of the written application before they are permitted to test. The application works on a point system. Candidates must meet the point requirements in **each** of four categories in order to be approved to take the examination.

CFRE International has launched a new and convenient way for candidates to track their progress toward meeting the certification requirements. Any candidate can go online to the CFRE International website at www.cfre.org and create his/her own personal and secure account which serves as the application form.

The online form allows candidates to store their accomplishments over time. The application also keeps a running tally for each candidate as to his/her progress towards meeting the points necessary to test. All sections give you the "green light" when you are ready to submit your application. Simply PRINT, SIGN and MAIL.

There is NO FEE to start an online application. Candidates only pay the application and exam fee when they are ready to apply.

Steps to Applying:

1. Go to www.cfre.org and click on "Apply Now"
2. Create your own personal login and password (if you are **RECERTIFYING**, **do not create a new account**, use your CFRE-provided log in and password)
3. Enter in your application details and track your progress toward meeting the requirements.
4. Pay for your certification
5. PRINT, SIGN and MAIL your completed form

Applications for both Initial Certification and Recertification require candidates to document information in four (4) categories: Education; Professional Practice; Professional Performance; and Service. The application works on a point system. Candidates must document a minimum number of points in **each** category in order to be approved. The web-based application form is designed to calculate points for you.

Education:

Initial Certification – 80 points required (must be within the past 5 years)

Recertification – 45 points required (must be within the past 3 years)

Academic degrees – 5 points for an Associates degree; 10 points each for bachelors, masters and doctoral degrees

Continuing Education – 1 point for each hour spent **attending** educational conference sessions or workshops. Additional points are awarded for **presenting** at educational conferences or workshops.

All education activities must meet the Continuing Education Credit Policy (Breaks, lunches without speakers and social functions are not eligible for continuing education points. Independent study groups for the examination are not eligible for continuing education points.)

Authoring – Published articles: 5 points (500 words or more); Book chapter: 15 points; Book: 30 points.

Information Required for Application Form

Fund Raising Related: Non-fundraising Related
 Fundraising Related

Title of Session/Publication:

Presenter/Author:

Activity Organizer/Publisher:

Start Date: 03 01 2005

End Date: 03 03 2005

Total # of Contact Hours:

Indicate your role in this event: Attendee
 Presenter (Using existing material)
 Presenter (Using new material)
 Author (of an article)
 Author (of a chapter)
 Author (of a book)

Professional Practice:

Initial Certification – 60 points required (must be within the past 8 years)

Recertification – 30 points required (must be within the past 3 years)

1 (one) month of employment = 1 point

Only one point will be awarded for any given month regardless of the number of employers or clients.

Candidates for the CFRE Program must be employed, full-time, as a professional member of a fundraising staff or as a fundraising consultant to not-for-profit organisations. At least fifty percent (50%) of job duties and responsibilities must be assigned to fundraising activities, resource development and management of fundraising.

Consultants must submit a client list for the time period claimed as a consultant.

Information Required for Application Form

Employer

Employer:	<input type="text"/>
Your Title:	<input type="text"/>
Start Date:	<input type="text" value="01"/> <input type="text" value="2004"/>
End Date:	<input type="text" value="04"/> <input type="text" value="2006"/> <input type="checkbox"/> Still Employed
Your Role:	<input type="text" value="Paid Professional Member of Development Staff"/>
Employer Phone #:	<input type="text"/>

I attest that a minimum of 50% of my time at the above named organization (or with clients served as attached) was spent on duties related to the generation of philanthropic support and that the named organization/client(s) is charitable in nature. (See [Accountability Standards](#))

I Agree:

Professional Performance:

Initial Certification – 55 points required (must be within the past 5 years)

Recertification – 40 points required (must be within the past 3 years)

Candidates can earn points in this category in any of three areas, or a combination thereof. It is not necessary to document points in each of the categories. Full details are available on the application form.

- 1. Actual Funds Raised:** 1 point = 25,000 raised (in your own currency)
- 2. Communications Projects:** 5 points for each project with **outcomes** that had a **measurable impact** on the success of **fundraising** for the organisation.
- 3. Management Projects:** 5 points for each project with **outcomes** that had a **measurable impact** on the success of **fundraising** for the organisation.

Information Required for Application Form for Communications or Management Projects

Employing Organization or Client:

Description of Activity:

Date of Activity: 03 2006

Stated Purpose/Goal:

Materials/Strategy Used:

Measurable Outcome/Results Achieved and Impact on Fundraising Efforts:

Information Required for Application Form for Actual Funds Raised

Organisation:

Fiscal Year Start Date: 07 2005

Fiscal Year End Date: 06 2006

Amount of Funds Raised this Fiscal Year:

Raised Through: *(Check all that apply)*

- Annual Campaigns
- Special Events
- Grants
- Capital / Endowment Campaigns
- Planned Gifts / Bequests

Service:

Initial Certification – 55 points required (must be within the past 5 years)

Recertification – 55 points required (must be within the past 3 years)

Officer of a **Board** of Directors = 20 points per year

Member of a **Board** of Directors = 15 points per year

Chair of a **Committee** = 15 points per year

Member of a **Committee** = 10 points per year

General volunteer/community **service** = 10 points per year regardless of the term of service

Service with **ANY** local, regional, provincial, national or international community-based organisation or professional association or not-for-profit/NGO organisation is applicable. All listed activities must be part of structured volunteer service for specific organisations in which the candidate provides a direct service or acts in a leadership/governance role.

Information Required for Application Form

Organization:

Nature of Service:

Start Date: 03 2005

End Date: 03 2006

Final Steps:

Applicants have the option of including supervisor details. For **Initial Certification** candidates, a letter will be sent to your supervisor if you are ultimately awarded certification **ONLY**.

Application status and exam scores are confidential and will never be released to anyone other than the candidate unless agreed to in writing by the candidate.

Submitting an Application:

ALL candidates must **PRINT** and **SIGN** their application forms and **MAIL** them to CFRE International at 4900 Seminary Road, Suite 670, Alexandria, VA 22311 USA.

Deadlines for submissions of all applications are **POSTMARK** deadlines.