



THE credential for fundraising professionals

In cooperation with leading philanthropic associations

POLICY ON ELIGIBILITY FOR RECERTIFICATION OF THE CFRE

Adopted 14 June 1999; rev 24 September 2008, rev. 16 March 2011

All individuals granted certification by CFRE International are granted such status for a period of three (3) years. At the end of the three (3) year period, a certificant must meet all the eligibility requirements for recertification as stated in the *Candidate Handbook* and on the application form itself in order for the certification status to be continued for another three (3) years.

The purpose of recertification is to encourage certified individuals to stay abreast of evolving knowledge and skills in the profession through continuing education and to promote the ongoing competency of those certified through requiring continued practice in the fundraising field.

CFRE International has established a recertification interval of every three (3) years. CFRE International believes this is an appropriate amount of time between which to ask certificants to demonstrate their continued competence. The interval is appropriate for a number of reasons:

- Research shows that the average length of employment with any one employer in the fundraising profession is 3.6 years. Job changes frequently require professionals to obtain or apply new skill sets¹
- This period of time also has a reasonable expectation for changes to tax codes or regulations affecting nonprofit organisations. The recertification period then coincides with an interval that would require professionals to keep knowledge and skills in concert with regulatory changes.
- The three year recertification timeframe is consistent with other similar professions, such as Certified Association Executive (CAE), Accredited, Public Relations (APR); and Fellow, American College of Healthcare Executives (FACHE)

If a certificant does not submit an application for recertification, or the application does not sufficiently document the necessary requirements, the *Certification Expiration Policy* applies.

Candidates for recertification are required to submit the documentation as outlined on the application form and in the *Candidate Handbook* to sufficiently demonstrate achievement of the following eligibility criteria:

- 1) **Education** – documentation of a minimum of forty-five (45) points, consisting of formal education and professional development/continuing education attended during the most

¹ *The Revolving Door: A Study on the Voluntary Turnover (Intent to Stay) of Fundraisers in the Nonprofit Sector* (Horstman, 2007) and *Employees: Recruitment, Retention and Loyalty*, (Drizin, 2002)

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recent three (3) years, as outlined on the application and in the *Candidate Handbook*. One point is equal to one clock hour of education.

- 2) **Professional Practice** – be currently employed and provide documentation of a minimum of two and one half (2 1/2) years of full-time or half-time experience as a paid, professional fundraiser. This employment is to be as a paid, professional member of a fundraising staff or as a fundraising consultant to not-for-profit organisations with at least fifty percent (50%) full-time, or one hundred percent (100%) half-time of job duties and responsibilities assigned to fundraising activities, resource development and/or the management of fund development. CFRE defines half time employment as ½ full time employment (FTE) or greater. Professional experience in this category must have taken place during the most recent three (3) years, which allows for gaps in employment.
- 3) **Professional Performance** – documentation of a minimum of forty (40) points consisting of actual numbers of dollars raised, communications and/or management projects impacting the organisation’s fund-raising functions, as outlined on the application and in the *Candidate Handbook*.
- 4) **Service** – documentation of a minimum of fifty-five (55) points consisting of service to the profession and/or other not-for-profit organisations and/or the community, as outlined on the application and in the *Candidate Handbook*.◆