PROCESS FOR NOMINATING RESOURCES TO THE CFRE INTERNATIONAL RESOURCE READING LIST

In order for there to be an open process for considering new books for the CFRE International Resource Reading List, the Exam Committee of CFRE International has developed this nomination process for the consideration of new books for the Resource Reading List.

To have your book considered for the CFRE International Resource Reading List, authors and/or publishers should follow the deadlines and process listed in the timeline below.

Please send all submissions to the attention of:

Paul Cavazos  
Certification Manager  
CFRE International  
225 Reinekers Lane, Suite 625  
Alexandria, VA 22314  
USA

Please direct any questions regarding the process to succeed@cfre.org.

The Exam Committee of CFRE International is solely responsible for determining which books will be added to the CFRE International Resource Reading List.

<table>
<thead>
<tr>
<th>Date</th>
<th>Deadline for receipt from authors and/or publishers of books to be considered for the CFRE International Resource Reading List.</th>
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<tr>
<td>31 January</td>
<td>Three copies of each book are required to be submitted to CFRE International.</td>
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<td>In addition, the entity submitting the book must also submit information about the book to include:</td>
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<td>• Title</td>
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<td></td>
<td>• Author(s)</td>
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<td>• Publisher</td>
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<tr>
<td></td>
<td>• # of pages</td>
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<td></td>
<td>• Ease of access/availability for purchase</td>
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<td>• Formats available and price (digital/paper)</td>
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</table>
- Availability in international markets (including Amazon.com in US, CA, UK, DE, and AU/NZ)
  - Book synopsis from publisher (as found on publisher website or Amazon.com)
  - Correspondence to the six knowledge domains of the CFRE Test Content Outline (as suggested by the book’s synopsis)

March meeting of the Exam Committee
- Exam Committee decides which books will receive a full review.

Early April
- Authors and/or publishers of books not selected for full review are notified by CFRE International.

April-August
- Books are reviewed. Criteria to be used in evaluating books are:
  - Adherence to best practices in ethical fundraising
  - Correspondence to the six knowledge domains of the CFRE Test Content Outline
  - Value as a study guide for CFRE exam preparation
  - Usefulness as a resource for developing and validating questions for the CFRE exam
  - Ease of access/availability for purchase
  - International relevance

September meeting of the Exam Committee
- Committee makes final decision regarding books to be added to the CFRE International Resource Reading List.

October-November
- CFRE International announces updated Resource Reading List, to be effective on 1 January of the following year.

1 January
- Changes to CFRE International Resource Reading List take effect.