

Continuing Professional Education (CPE) Guide

I. Professional Memberships

- A. Membership in NAFA or Partner organization **4 points per year**
- B. Membership in other associations related to the industry **3 points per year**

MAXIMUM POINTS ALLOWABLE FOR THIS SECTION: 32 points

II. Chapter and Other Meeting Attendance (including in-house)

- A. Attendance at educational Chapter or local meeting (up to one day) **1 point each**
- B. Attendance at other educational meetings (up to one day) **1 point each**
- C. Participate in a NAFA webinar
1 point per webinar

NAFA Headquarters does not have access to Chapter Meeting attendance records. You must attach verification of your attendance, such as canceled check, roster of attendees, etc.

NO MAXIMUM POINTS FOR THIS SECTION

III. Continuing Education

- A. Attendance at NAFA or Partner Annual Conference **6 points per event**
- B. Attendance at a NAFA or Partner Education Seminar or **3 points per event** (with a minimum of 2 days' attendance)
- C. Attendance at other fleet-related annual conferences **2 points per event** (with minimum of 2 days' attendance)
- D. Attendance at other professional education courses and/or seminars, including in-house training and seminars. **4 points per event (with minimum of 2 days' attendance)**
- E. Achievement of other fleet certifications **5 points per course**
- F. Attendance at university or college courses related to fleet management (transcript of completion of course must be provided and must have acquired a passing grade) **6 points per course**
- G. Attendance at other universities or college upgrade courses not related to fleet
5 points per course

NO MAXIMUM POINTS FOR THIS SECTION

IV. Leadership Service

- A. Service as a national elected Officer/Trustee of NAFA or Partner **4 points each year of service**
- B. Service as national chapter chair for NAFA or Partner **4 points each year or service**
- C. Service as national committee chair or vice chair for NAFA or Partner **3 points each year of service**
- D. Service as a national committee member for NAFA or Partner **2 points each year of service**
- E. Service as Chapter Committee Chair or Community Leader for NAFA **2 points each year of service**
- F. Service as Chapter Committee Member or Community Advisory Council for NAFA **1 point each year of service**
- G. Service as Officer, Chair, or other leadership in other business organizations
1 point each year of service (at discretion of recertification committee)

NO MAXIMUM POINTS FOR THIS SECTION

V. Instruction

- A. Instructor or primary speaker at national NAFA or Partner event **4 points per presentation**
- B. Panelist at national NAFA or Partner event **2 points per presentation**
- C. Speaker at NAFA or NCSFA Chapter Meeting **2 points per presentation**
- D. Moderator at national NAFA or Partner event **1 point per session**
- E. In-house presentation; speaker at other fleet related organizations **1 point (at discretion of recertification committee)**

NO MAXIMUM POINTS FOR THIS SECTION

Attach copy of outline of speech and copy of program showing your name as a participant.

VI. Literary Contributions

- A. Material authored and published in recognized publication. **4 points per article**
- B. Serving as subject of feature article for recognized publication. **4 points per interview**
- C. Quoted as source or expert on recognized publication. **1 point (at discretion of recertification committee)**
- D. Editing or development assistance for NAFA or industry Guides or publications **3 pts per contribution/chapter**
- E. Contributions on Community pages **1 point per post**

NO MAXIMUM POINTS FOR THIS SECTION IS CAPPED AT 20 OVER 5 YEARS

Attach copy of article.

VII. Legislative Contributions

- A. Testimony at fleet-related government hearings. **4 points**
- B. Letters sent to government officials on fleet issues. **1 point**
- C. Membership or participation in "Clean Cities." **2 points each year**

MAXIMUM POINTS ALLOWABLE FOR THIS SECTION: 8 points

Attach copy of letter and/or outline of testimony.

VIII. Awards/Recognition Award or recognition for outstanding achievement/contribution to fleet profession **4 points**

MAXIMUM POINTS ALLOWABLE FOR THIS SECTION: **12 points** Attach description of each award if other than NAFA sponsorship.

IX. Community Service Religious, civic, fraternal, or charity work in spirit of volunteerism. **2 points per organization/year**

MAXIMUM POINTS ALLOWABLE FOR THIS SECTION: 12 points

X. Other Contributions to the Fleet Profession

Any other fleet related activity that has not been identified in other areas of these guidelines, (e.g. manufacturer previews, OEM-sponsored car shows and ride and drives, NAFA booth, proctoring (per testing session), plant tours, Chapter regional seminars, participation in industry



surveys, contestant in 100 Best Fleets, etc.) Miscellaneous contributions 1 point each contribution (at discretion of recertification committee)

MAXIMUM POINTS ALLOWABLE FOR THIS SECTION: 20 points
Attach copy of verification of attendance or contribution.

XI. Work-related Application of CAFM/CAFS material

Demonstrate how you have applied the principles learned in each of the competencies in your work environment. Practical application 5 points per module (at discretion of recertification committee)

NO MAXIMUM POINTS FOR THIS SECTION